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1 WHAT'S NEW AND WHAT'S CHANGED IN RELEASE 2 – GOVERNMENT EDITION

WHAT'S NEW

Data Sharing. The **E Team to E Team** data sharing capabilities are now part of the core functionality of the product, and give an E Team user the ability to share reports with other E Team user organization(s). ***E Team to E Team*** allows you to send reports, transfer editing responsibility, and allow forwarding of individual reports.

User-created Map Overlays. This new feature allows users to annotate graphically or textually any map within E Team. An overlay serves as a good planning tool, as it allows you to communicate specific information such as ingress and egress. This feature also includes a distance capability, allowing you to determine the distance between two specified points.

Enhanced Mapping. The E Team mapping capabilities have been enhanced to allow you to de-clutter your map by selecting what type of report icons you want to display, and what level of detail to display on the map by including or excluding pre-defined layers (e.g., states, streets, rivers, etc.).

Personnel Management. The new Personnel Management capability provides a quick way to build an ***Org Chart*** for your organization. You'll start by using the Org Chart to identify your organization; then, using the Organization Elements document, add Duty Positions and complete Checklists for each position. You can also detail ***Staff Scheduling*** by date and shift.

RealTime Messaging. This new optional feature gives E Team users the ability to communicate and exchange messages online in real time with other groups or individual E Team users logged into the system.

Crystal Reports Interface. For users who have the Crystal Designs Crystal Report product, the E Team database can now be used as a data source to create customized Crystal Reports, further enhancing your reporting capabilities. Your system administrator should be contacted for further information regarding the Crystal Reports interface. The Crystal Reports interface is presently available only on self-hosted systems. If your system is Web-hosted and you want Crystal access, you can achieve this access through backup replication.

Printing. Release 2 has a print button on each report, giving you one-step, point-and-click access for easy printing of any E Team report.

WHAT'S CHANGED

The positioning of navigators and accessibility to reports have been revised in this version, making E Team even more user-friendly.

Enhanced Navigation. The Create Report buttons have been moved from the top frame of the main E Team window to the top of the Navigation frame that is on the left hand side of the window. A single click on the Create Report icon expands to a display of all available report options. Clicking on one of these options displays a blank report in the edit window.

Duty Positions and Checklists. These functions are no longer accessed via the Data Dictionary. To create the duty positions and checklists in E Team Release 2 – Government Edition, you must first create an Org Chart and then populate that organization chart with the necessary positions and associated checklists. You can find the Org Chart under the Reference button of the Create navigator.

Distribution. Capability to distribute to defined E Team user groups has been expanded to include distribution to individual users.

Reference. Access to the weather has been moved from the Reference area to the Internet Links area.

2 OVERVIEW OF E TEAM

E Team was designed by experts in emergency and event management to provide comprehensive functionality for all critical tasks associated with emergency management, facility and event security, disaster preparedness and recovery, and business continuity. E Team enables its customers to prepare better, respond faster, and recover sooner whenever and wherever public health and safety, the environment, or business assets are at risk.

E Team provides a common operational interface for all tasks, reports, and map views, ensuring that all users are on the same page when creating, viewing, or distributing information.

E Team is available in ASP, self-hosted, and replicated models for maximum flexibility in procurement, implementation, and support. E Team servers are fully redundant at multiple sites to protect your critical data. E Team's Web-based infrastructure remains operational when other communications systems are damaged, destroyed or limited by sightlines or spectrum. E Team supports SSL for secure data traffic, and offers optional wireless delivery for greater mobility in field operations.

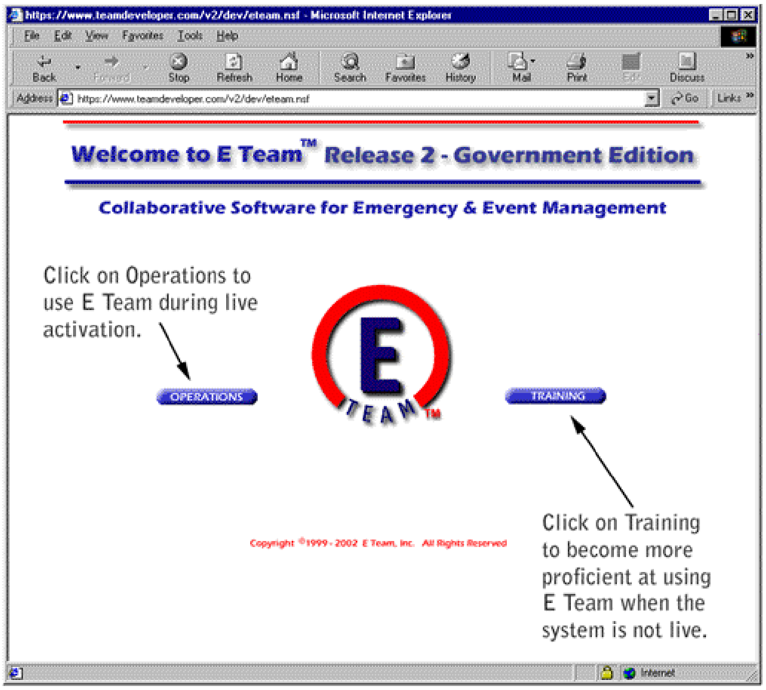
3 LAUNCHING E TEAM AND LOGGING IN

1. Turn on your workstation.
2. Launch your Internet browser and type in the URL assigned for E Team.

Note: Some workstations may be configured so that E Team is the homepage, in which case you do not have to type in the URL.

"Welcome to E Team Release 2 – Government Edition" displays.

Notice the buttons on either side of the E Team logo labeled OPERATIONS and TRAINING, respectively.



3. For a real emergency or event, click ***OPERATIONS***.
   For exercises or practice, click ***TRAINING***.
   A window appears that requires you to enter your user name and password.

4. Click in the Username field and enter your Username.
5. Click in the Password field and enter your Password.
   The system displays the Personal Profile.

Note: Your E Team administrator may set up your E Team launch sequence differently so that the profile does not automatically display each time you log in.

6. Fill in the all of the required fields in the Personal Profile.

Note: The profile information will be used to send you Notifications. In addition, any time people want to ask you about information you put into an E Team report, they will be able to use the information in this profile to contact you. You can access your Personal Profile or view your checklist from the Tools frame.

7. Click on the ***Select*** button to choose first your Agency/Location and then your Position.
8. When you are finished, click the ***Submit*** button.
   The system displays your checklist and the password login for RealTime Messaging. If you will be using RealTime Messaging during your session, you must login for RealTime Messaging prior to accessing the checklist.
9. Enter your password and click on ***OK***.
10. Read the checklist, and then close it by clicking the Close button at the top right of the document. You are now ready to operate.

4 MAIN SCREEN LAYOUT

E Team provides a simple way to access information in the format in which you need it.

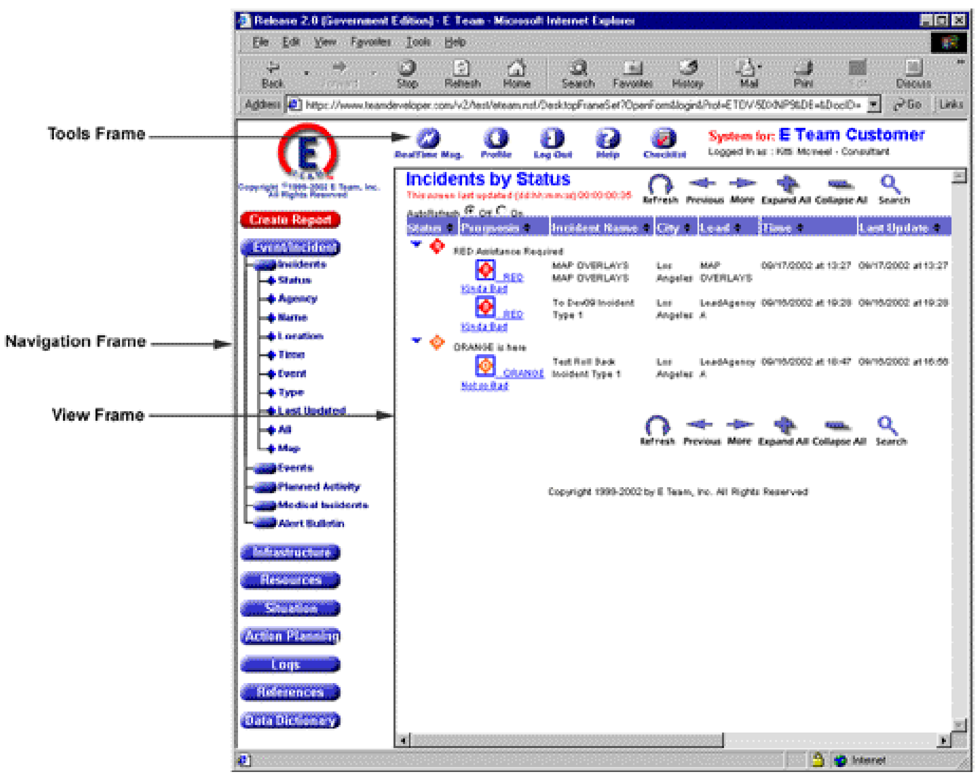
Along the left hand side of your E Team window is the Navigation frame, which includes a red Create Report navigator and blue View navigators.

The Create Report navigator expands to display all available E Team reports. By clicking on the type of report you would like to create, you will be presented with a report form template that you can then fill in to generate a new report.

The View navigators enable you to find, read, and modify existing reports based on your interest and level of responsibility.

The Tools frame, located along the top of the E Team window, allows you to access a variety of E Team tools. These tools enable you to view your Personal Profile and Checklist, log out from E Team, access Online Help, or access the RealTime Messaging tool.

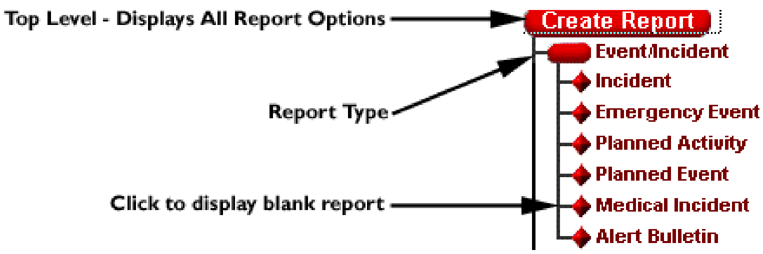
In the large center frame of your E Team window is the View frame, which is where summary views and read-only versions of reports are displayed.



4.1 Navigation Frame

4.1.1 The Create Navigator

The red Create Report navigator is located at the top of the Navigation frame. The Create Report navigator expands to display all E Team report create options. The oval levels display the category of reports available. The diamond level displays the blank report in a new window in edit mode. If more than one report is available in a category, a pop-up window opens, presenting a list of the available reports. Click the report you want and it opens.



4.1.2 The View Navigators

The blue View Navigators expand or collapse as you click on them. Use the small ovals to choose the category of report. Use the diamond level to choose the appropriate sort. Each time you click the View navigator, the Summary View listing in the View frame changes. To open an individual report, click either the icon in a box or an underlined column in the View frame.

4.1.2.1 EVENT / INCIDENT.

Occurrences, including events, incidents, and planned activities, are accessed under the Event/Incident buttons.

4.1.2.2 INFRASTRUCTURE.

Information about infrastructure elements, such as facilities, shelters, hospitals, roads, transit systems, and utilities, can be accessed under the Infrastructure buttons.

4.1.2.3 RESOURCES.

The Resources buttons are the access points for Resource Request and Critical Asset tracking reports.

4.1.2.4 SITUATION.

You can access the status of organizations, including functional agencies such as police and fire, and jurisdictional organizations such as cities and counties, under the Situation buttons.

4.1.2.4 ACTION PLANNING.

Action Planning buttons provide a way to assign and track tasks.

4.1.2.4 LOGS.

A Duty Log is provided to each user. Call logs are also available if your E Team is configured to use this feature.

4.1.2.4 REFERENCE.

Access vital system information here, e.g., who is using E Team and what e-mail groups have been created.

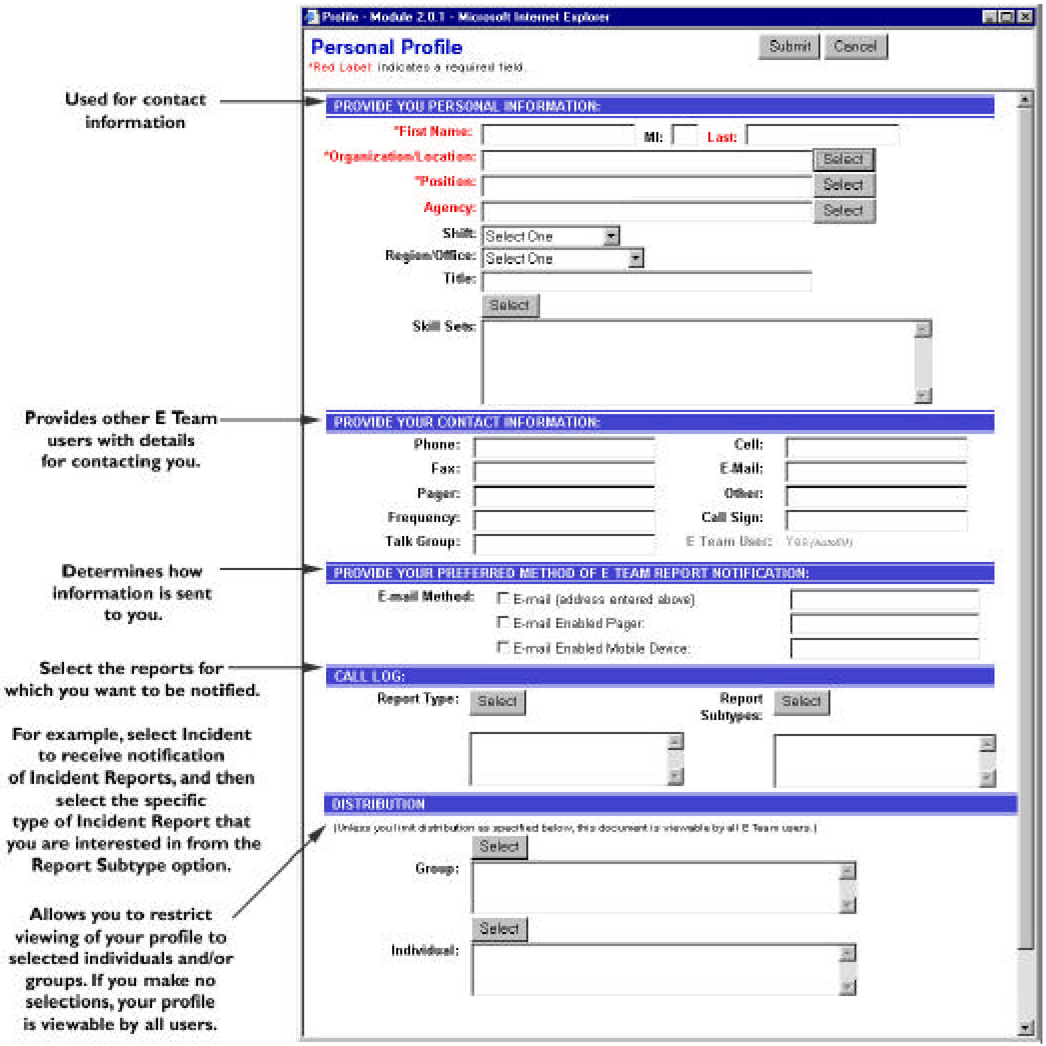
4.1.2.4 DATA DICTIONARY.

This option is available only to administrative E Team users.

4.2 Tools Frame

4.2.1 Personal Profile

E Team automatically displays your personal profile when you login. This profile allows other E Team users to view your contact information.



4.2.2 Log Out

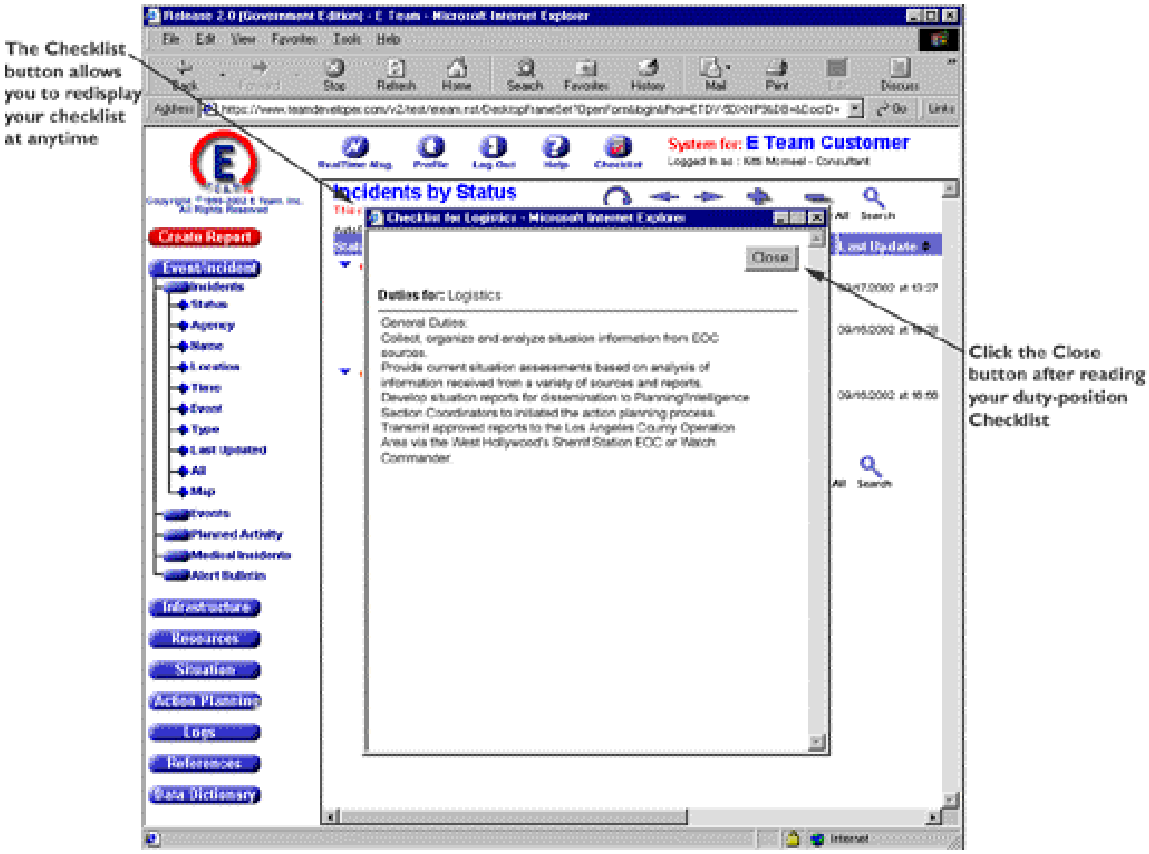
This option allows you to exit the E Team application. When you have completed working in the E Team application, it is a good idea to log out, particularly if you share a computer with another E Team user.

4.2.3 Help

This option allows you to access the online help system. The left side of the help window displays a table of contents to help you find what you need. Help also provides index and search capabilities.

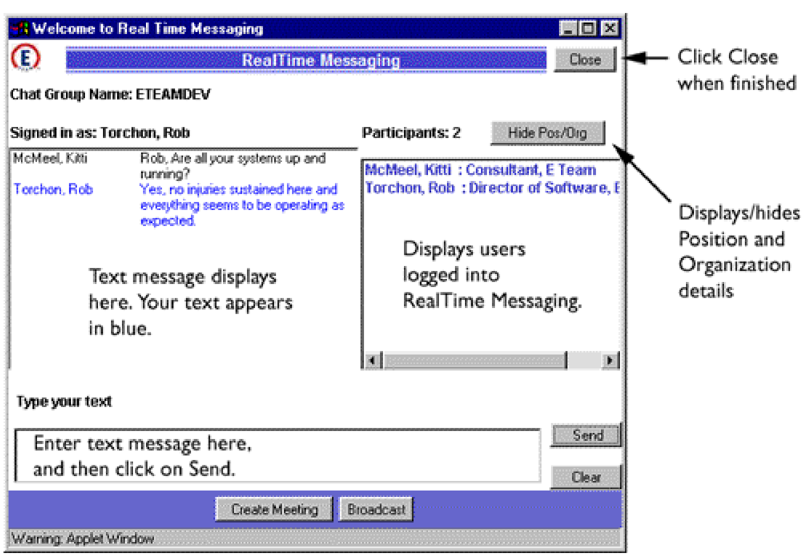
4.2.4 Checklist

E Team automatically displays your duty-position checklist when you login. Once you have read the checklist, close it by clicking the ***Close*** button at the top right of the document. If you want to reference your duty-position checklist again, click the round Checklist button.



4.2.5 RealTime Messaging

This option allows you to communicate in real time with other E Team users concurrently logged onto the system. You can communicate in a group or privately with individuals.



4.3 VIEW FRAME

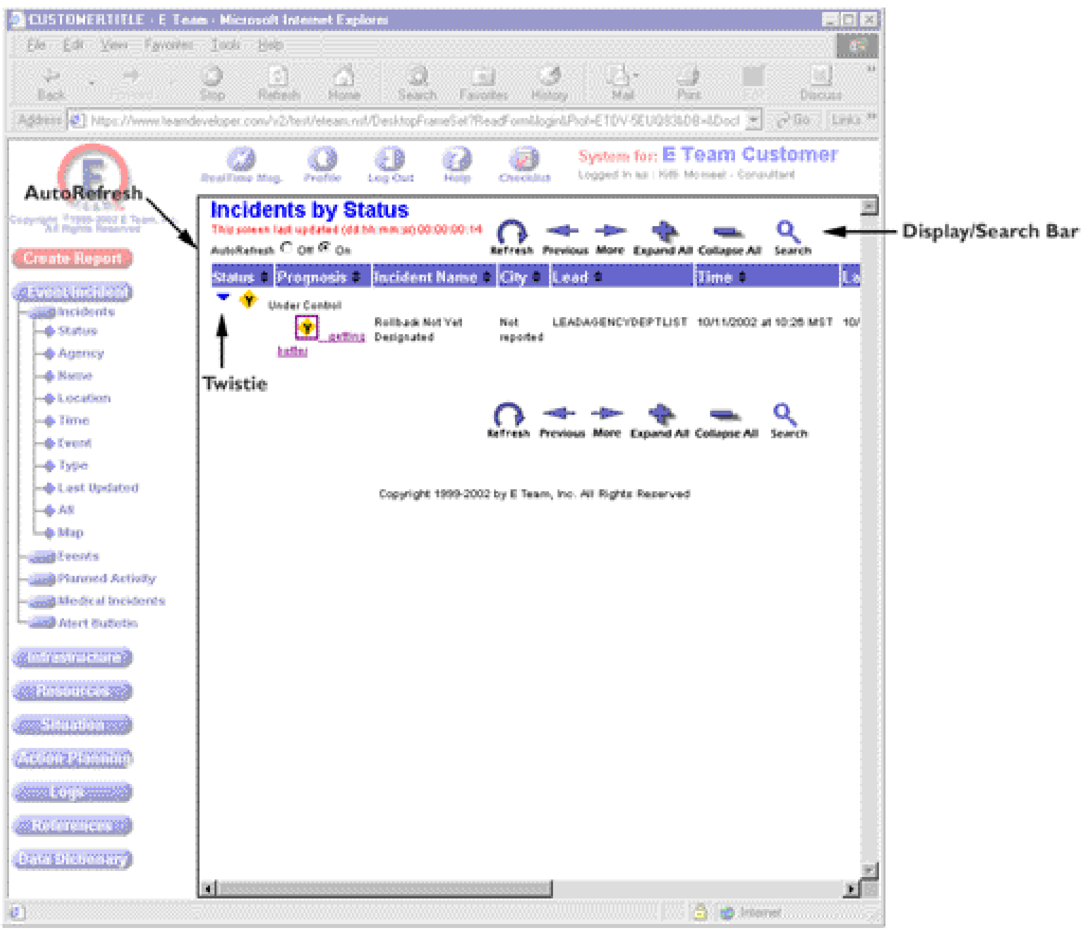
4.3.1 Read-only Reports

Each time you submit a report, it displays in the View frame. You cannot edit reports in this window; they are read-only. You'll make changes to a report by clicking on the ***Modify*** button, which is located in the upper right corner of the read-only report. This causes the report to display in the Edit window. From the Edit window, you can enter new or change existing information in the report.

4.3.2 Views

E Team reports are summarized in Views. Views provide at-a-glance status information and allow you to drill down quickly to reports of interest.

There are several control tools that make it easier for you to find the information you want in E Team views.



4.3.2.1 TWISTIES

Some summary views are presented as categorized lists.

- The category titles have a "twistie" to the left.
- Clicking on the twistie opens to the report summaries under that category.

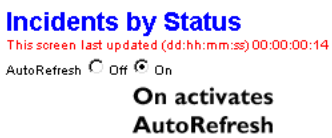
4.3.2.2 Display / Search Bar

This tool bar allows you to;

- refresh the display (make sure the data is current),
- expand all (open all twisties),
- collapse all (close all twisties),
- page through the summary view,
- search for a specific word or phrase.

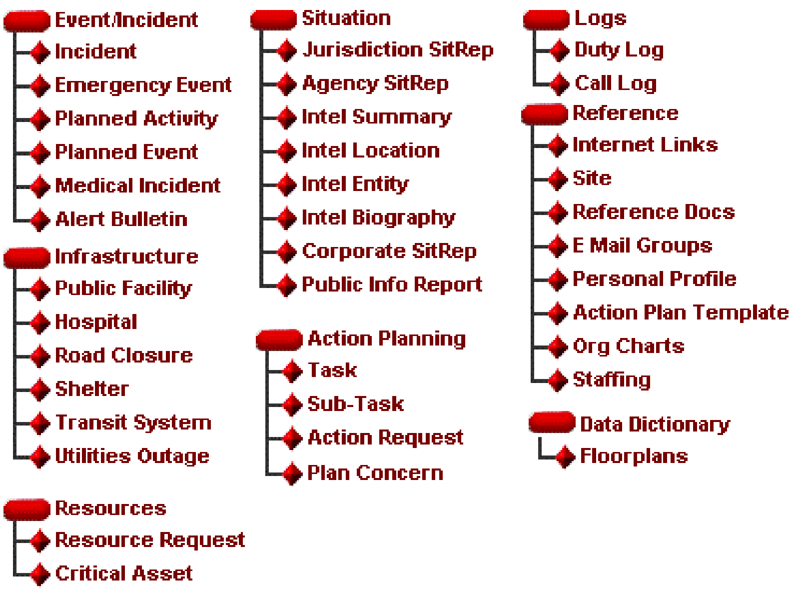
4.3.2.3 AutoRefresh

Your user ID may allow you access to the AutoRefresh tool. If so, radio buttons will appear at the upper left of your View window. If toggled on, this feature will automatically update the display on your screen at pre-set intervals without your having to click the refresh tool.



5 CREATING, READING, AND MODIFYING REPORTS

E Team uses a series of reports and views to keep track of information and actions. E Team usage begins with the creation of a report. A report prompts you to provide critical information that needs to be shared with other users.

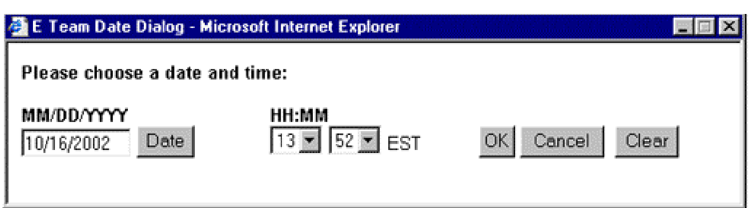


5.1 Report Tools

Many of the E Team reports contain common elements, so if you know how to fill out one, you can fill out any other.

5.1.1 Date / Time

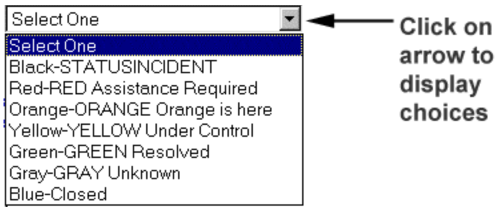
Any time you need to enter a date and time, the Date Dialog window displays. Click ***Set*** and a box appears. Click ***Date*** and a calendar appears on which you set the date. For setting the time (E Team uses a 24 hour military time clock and Pacific Standard Time [PST as a default]) click the arrow in the hour and minute window and select the correct numbers, then click the ***OK*** button. If you just click ***OK***, you get the present time. The Time Zone can be changed by your System Administrator.



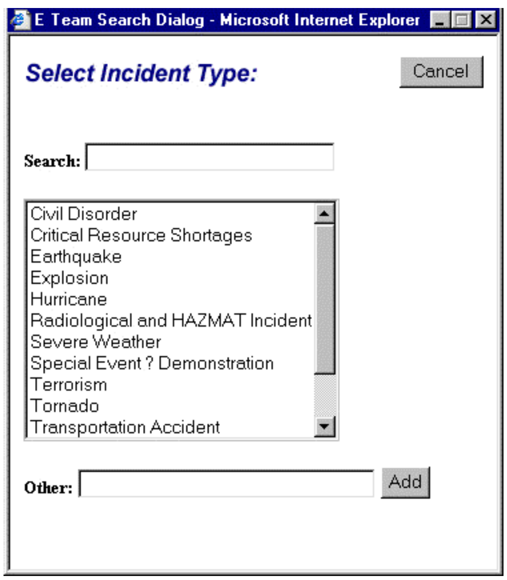
5.1.2 Picklists

There are three kinds of picklists

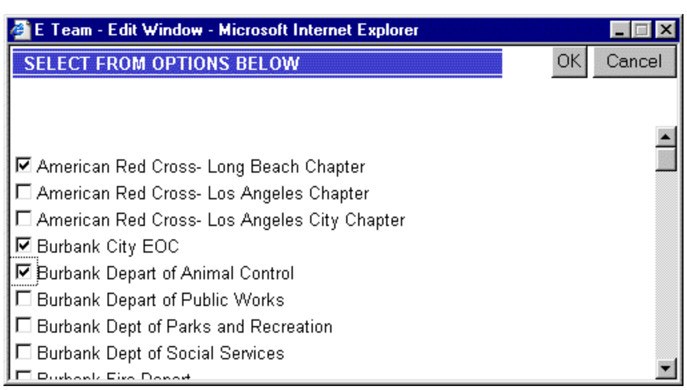
- Pull down lists have an arrow on the right of the window. Click the arrow and the list appears. Select the menu item you want and it appears in the window.



- Search/Add lists are pull down lists that work the same way except that they have a ***Search*** button to the right of the window. Clicking on the ***Search*** button presents a box that allows you to type in the first letters of the item you are looking for in long lists. You can also add a new item if the one you need is not on the list.



- Multi-picklists have a ***Select*** button next to the window. Clicking on the ***Select*** button launches a window with all the choices. You can select as many items as you wish.



5.1.3 Location Block

A location block allows you to enter detailed information regarding the location of the incident, event or activity.

E Team generates the latitude and longitude from the information you enter and displays an icon at that location on the map. When appropriate, the shape of the icon provides additional information, such as the type of incident or resource that it is representing. To view the report associated with an icon, first click on the ***Select*** tool in the tool bar at the bottom of the map. Then click on the appropriate icon and the associated report will display in the View frame.

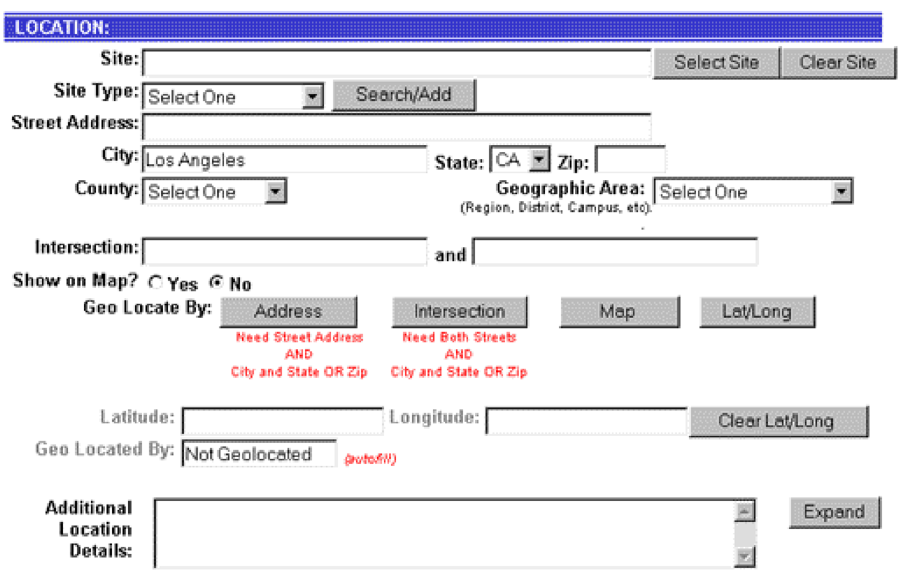
The icon color indicates status Clicking on the icon displays the associated report

5.1.3.1 Entering Location Information

You can select a location from a pre-loaded list of sites. Selecting a site automatically populates the Address, Intersection and Latitude/Longitude boxes with the location information. Alternately, you can geolocate the information one of four ways:

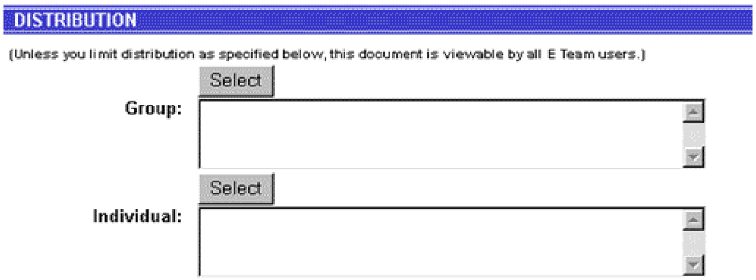
- typing in the address and clicking the ***Address*** button,
- typing in the intersecting streets and clicking the ***Intersection*** button,
- clicking the ***Map*** button and pointing to the location on the map (after having selected the Locate tool on the tool bar at the bottom of the map).
- or by clicking on the ***Lat/Long*** button and entering the latitude and longitude values in decimal degrees.

At the bottom of the Location Block are two radio buttons that let you indicate whether you want this location posted to the appropriate map display or displays. The default setting is NO. However, as soon as you geolocate, the system automatically changes this setting to YES.



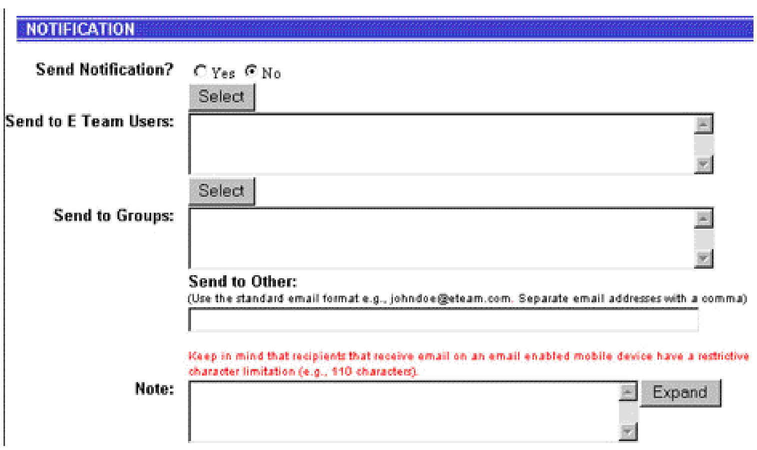
5.1.4 Distribution Block

You fill in this block only if you wish to restrict who sees the report. If you leave it blank, the report will be accessible by all E Team users. If you click ***Select*** you will be presented with a list of those groups or individuals to which access can be restricted. Check the appropriate box or boxes. If you have the required access rights, you can modify the group name(s), but only your E Team administrator can add individuals to the groups.



5.1.5 Notification Block

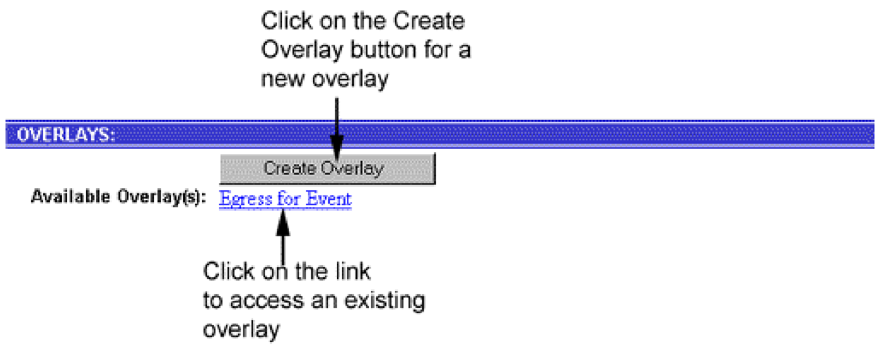
You can use the Notification Block to notify E Team users who may be away from their stations or not looking at the application that you wish them to look at a particular report. This block provides a list of all individuals who have filled in a user profile, as well as convenient lists of mail groups. Click the individuals and/or groups you wish to notify and they will receive e-mails or e-mail pager alerts, as determined by what they entered in their personal profiles.



Note: When you are updating a report, the last list of notification instructions will remain in the box, but the radio button at the top of the Notification Block will be set to NO. You have to re-set it to YES in order to send new notifications to those designated.

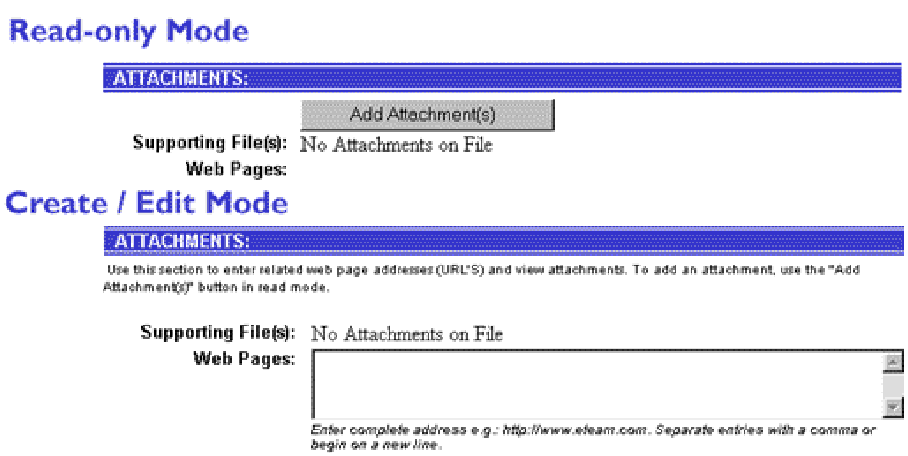
5.1.6 Overlays

Your user ID may allow you to create and display map overlays from the read-only version of any report that has a location block. An overlay serves as a good planning tool as it allows you to communicate specific information on a map by entering additional information or hand-drawing details. The ***Create Overlay*** button is available from the report's read-only mode. Once an overlay is created, you can access it from the report by clicking on the link that displays in the Overlay section of the report. For step-by-step instructions on using the Overlay tool, see section *8.4.1 Creating, Displaying and Modifying an Overlay* on page 58 of this manual.

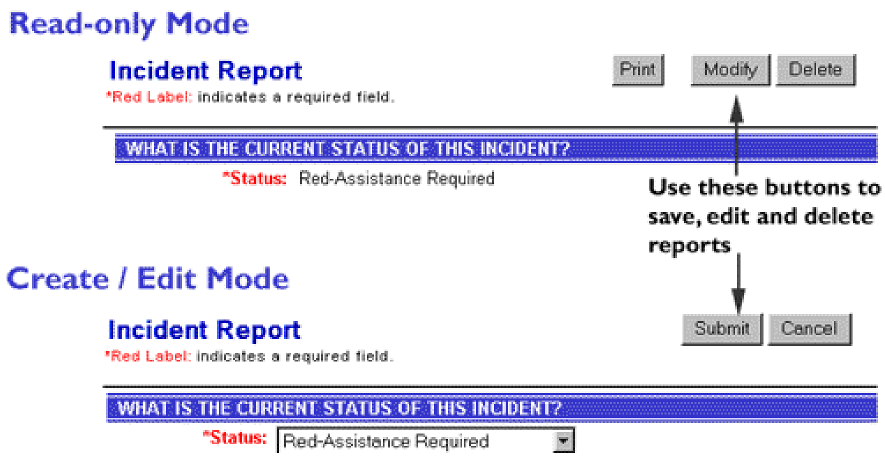


5.1.7 Attachments

You can attach a file to any E Team report using the Attachments block of the report. You must add attachments from the read-only version of the report that displays in the View frame. You can NOT add attachments in the Create/Edit mode. Click on the ***Add Attachment(s)*** button when you want to add an attachment, and then browse for the file that you want to attach. Click on the ***Attach*** button to attach that file.



5.1.8 Report Buttons



5.1.8.1 Print and Modify Button

When you open an E Team report from a view, it will be in the read-only mode. If you are authorized to modify it, you will see a ***Modify*** button at the upper right of the report. Clicking this button will launch the report in the edit mode for updating. The ***Print*** button allows you to print the report.

5.1.8.2 Submit/Cancel Buttons

When you have launched a report in the edit mode, two buttons labeled ***Submit*** and ***Cancel*** display at the upper right of the report. Once you finish updating a report, click the ***Submit*** button. If you do not wish to save your changes, press the ***Cancel*** button.

5.1.8.3 Delete Button

Certain E Team users will be authorized to delete reports. For these users a ***Delete*** button will appear at the top right of the report. Once this button is clicked, that report will no longer be available in the system (except in the history file).

5.2 Overview of Event / Incident Reports and Views

Incident and Event reports show all the incidents, planned activities, and major events that have been reported in E Team. E Team defines each of these types of reports as follows:

Incident Report

Incidents are small, localized emergencies such as building collapses or HAZMAT spills. Often they are a result of a larger Event, such as a flood, hurricane, earthquake, etc. The Incident Status Report captures critical information about the incident itself. Some of the data elements collected are status, prognosis, type, location, lead agency, description, impact on infrastructure, and casualties. Incident reports can be posted to the E Team map.

Event Report

Event reports allow users to tie all the other reports in the system together to make it easier for afteraction reviews, reimbursement, and situational awareness. The Event Report allows users to document and update critical information. There are two major types of Events in E Team: Planned and Emergency.

Emergency Events: Emergency Events are large emergencies such as a major flood, tornado, hurricane or earthquake. Events are often the cause of incidents, or have multiple incidents related to them.

Planned Events: Planned Events are large events that are anticipated and prepared for. They are typically not emergencies, but have the potential to become one. Examples of Planned Events are large political conventions, large-scale sporting events such as the Olympics, or music festivals.

Planned Activity Report

A Planned Activity is similar to an incident in that they are typically small and localized. However, as the name implies, they are planned and anticipated. Examples of Planned Activities are protest marches, political rallies, a major sporting event, etc. Planned Activity Reports are designed to capture critical information about the Planned Activity. Some of the data elements captured are status, prognosis, start and end times, lead agency, and critical issues. Planned Activity Reports can be posted to the E Team map.

Medical Incident Report

A Medical Incident Report is a specialized type of incident report. It can be used to define and track critical medical information. Medical Incidents can be posted to the E Team map

Alert Bulletin Report

The Alert Bulletin is used for providing E Team users with broadcasts of important information. When an Alert Bulletin is created, a broadcast is sent to all E Team users via a small browser popup window. Users can read the information and close the window when finished. Users will only see the bulletin once, unless they log out or restart their browser. The most recent 10 Alert Bulletins are displayed in the Alert window.

5.2.1 Creating, Reading and Modifying Incident Reports

5.2.1.1 Creating Incident Reports

Note: This section provides the steps for creating an Incident Report. The steps are essentially the same for creating an Emergency Event, Planned Event, Planned Activity Report, Medical Incident or Alert Bulletin.

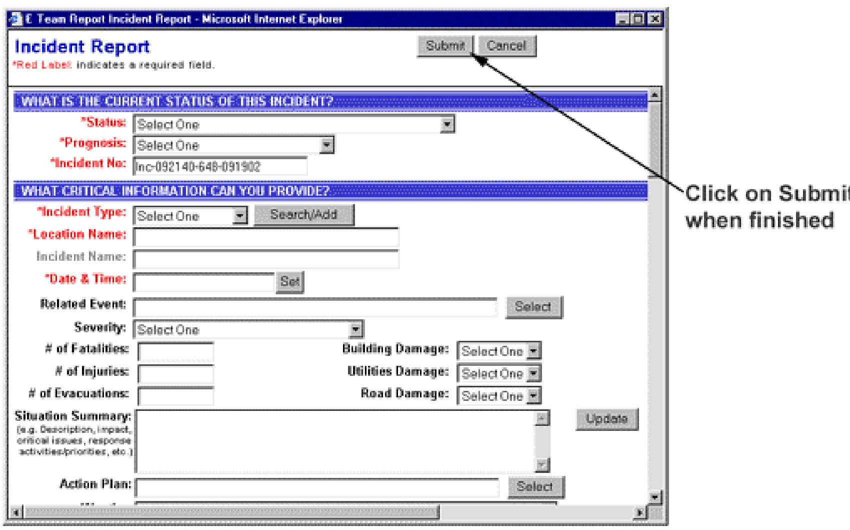
1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.

2. From the Event/Incident section, click on the ***Incident*** option.
   The system displays a blank report.

3. Fill in all the red-labeled (required) fields, and any other information as time allows.

Note: It's more important to be timely and accurate than it is to be complete. You can always update the report later.

4. When you are finished, click the ***Submit*** button at the upper right portion of the report.



5.2.1.2 Reading an Incident Report

1. Click the ***Event/Incident*** button on the left side of the screen.
2. Click the second level ***Incident*** button.

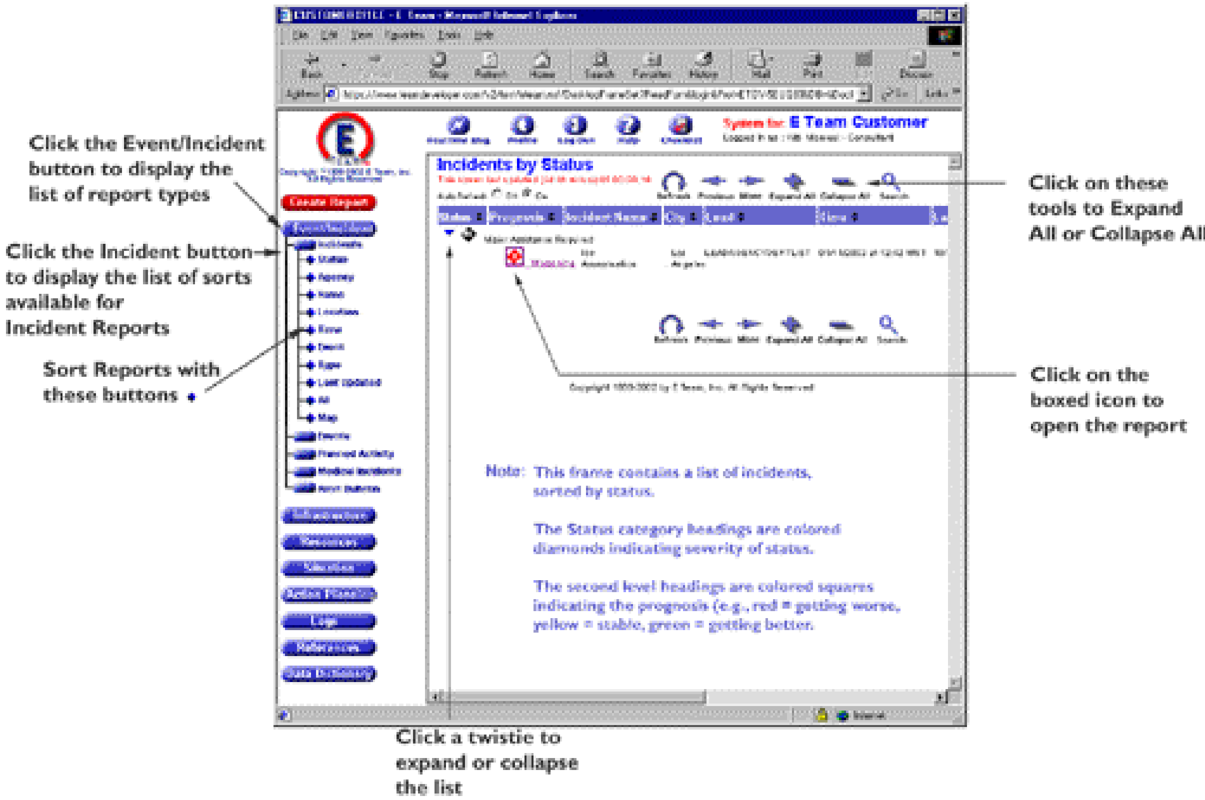
Note: You will see in the view frame of the window a list of incidents, sorted by status. The Status category headings are colored diamonds, which indicate the severity of the status, ranging from worst to best: black to red to yellow to green to gray. The second level headings are colored squares indicating the prognosis (e.g. red = worsening, yellow = improving, green = stable, gray = unknown).

3. Click the twisties to the left of any category heading to expand or collapse the list of elements under that category.
4. Use the tools at the bottom of the frame to Collapse All or Expand All twisties or categories.
5. Sort the list of reports by status, as shown in the figure below, by lead agency, by name, by location, by time last updated, by related event or by type.

6. Once you have arranged the view by clicking the appropriate buttons and twisties, click either an icon in a box or an underlined column to open a specific report. The report, as last modified, will open in the view frame (only the information in the report will appear, not the picklists and boxes you see in the CREATE/EDIT mode).

5.2.1.3 Modifying an Incident Report

1. To modify or update the report, click the ***Modify*** button in the upper right corner. The report will open in modify mode in a separate window.
2. Modify the report as necessary and click the ***Submit*** button when you are finished.



5.2.2 Event / Incident / Activity Views

Report Name	Views	Description
Incident	Status	The Incidents by Status view lists all the Incident Reports in order of their status. The purpose of this view is help you get not only a complete situational overview, but also to display the information with the most critical incidents appearing at the top of the view. This view does not include closed Incidents.
	Agency	The Incidents by Lead Agency view lists all the Incident Reports sorted by the agencies in charge of the incident. The purpose of this view is to assist agencies in finding the incidents for which they are responsible.
	Name	The Incidents by Name view lists all the Incident Reports alphabetically by name. The purpose of this view is to help you find a specific incident by its name.
	Location	The Incidents by Location view sorts all Incident Reports by region, by county and then by city. The purpose of this view is to help you view all the incidents by geographic location.
	Time	The Incidents by Time view sorts all the Incident Reports by time that they occurred. The purpose of this view is to help you see the chronological occurrence of incidents.
	Event	The Incidents by Event view lists sorts all Incident Reports by the associated major event. The purpose of this view is to help you associate incidents with the event that caused them.
	Type	The Incidents by Type view sorts all incidents by their type. The purpose of this view is to help you find specific types of incidents (e.g. fire, severe weather, etc.).
	Last Update	The Incidents by Last Update view sorts all incident reports by the time that they were last changed or modified. The reports that were changed most recently display at the top of the view. The purpose of this view is to give you quick access to reports that have new information entered.
	All	The Incidents by All view displays all incident reports in alphabetical order. This view also includes closed Incidents.
	Map	The Map view is a street level map that has icons on it representing all of the Incident Reports. You can click on any icon, which will then open the associated Incident Report. On the map, you can zoom in and out, and pan left & right or up & down. This is a powerful tool to give you a geographic overview of all the Incidents.
Event	Name	The Event by Name view sorts all Event Reports by unplanned events such as a tornado, or planned events such as a week-long political convention. After the initial sort, reports are then sorted first by the name of the event and then by its status.
	Status	The Event by Status view sorts all the Event Reports by status and prognosis. Similar to the previous view, it also sorts the reports into two groups: planned and emergency events. The purpose of this view is to give you a feel for which events are the most serious.
	Time	The Event by Time view sorts all the Event Reports by their start time. The purpose of this view is to give you a chronological overview of the various events that are active within your area of responsibility.
	Incident/ Planned Activity	The Incident/Planned Activity view sorts the Event Reports alphabetically. Additionally, it shows you what incidents and planned activities are associated with which Event. The purpose of this view is to give you an overview of which incidents and planned activities are associated with which event.
	Map	The Map view is a street level map that has icons on it representing all of the Incident Reports. You can click on any icon, which will then open the associated Incident Report. On the map, you can zoom in and out, and pan left & right or up & down. This is a powerful tool to give you a geographic overview of all the Incidents. This view does not include closed Incidents.
	All	The All Event by Status view sorts all the Event Reports by first by the Planned or Emergency category and then by status and prognosis. This view also includes reports whose status is closed

Report Name	Views	Description
Planned Activity	Name	The Planned Activity by Name view lists all the Planned Activity Reports alphabetically by name. The purpose of this view is to help you find a specific planned activity by its name.
	Agency	The Planned Activity by Lead Agency view lists all the Planned Activity Reports, sorted by the agencies in charge of the incident. The purpose of this view is to assist you in finding the planned activity for which you are responsible.
	Location	The Planned Activity by Location view lists all the Planned Activity Reports, sorted by region, by county, and then by city. The purpose of this view is to help you view all the planned activities by geographic location.
	Time	The Planned Activity by Time view lists all the Planned Activity Reports, sorted by the time that they occurred or will occur. The purpose of this view is to help you see the chronological occurrence of planned activities.
	Event	The Planned Activity by Event view lists all the Planned Activity Reports, sorted by their associated major event. The purpose of this view is to help you associate planned activities with the larger event.
	Type	The Planned Activity by Event view lists all the Planned Activity Reports, sorted by their type. The purpose of this view is to help you find specific types of planned activities.
	All	The Planned Activity by Name view lists all the Planned Activity Reports alphabetically by status. The purpose of this view is to help you get an overall status of all planned activities. This view includes closed activities.
	Map	The Map view is a street level map that has icons on it representing all of the Planned Activity Reports. You can click on any icon, which will then open the associated Planned Activity Report. On the map, you can zoom in and out, and pan left & right or up & down. This is a powerful tool to give you a geographic overview of all the Planned Activities.
Medical Incidents	Severity	The Medical Incident by Severity view lists all the Medical Incident reports, sorted by the severity of the medical incident. The purpose of this view is to help you get a complete situational overview of all medical incidents and to display the information with the most severe incidents appearing at the top of the view.
	Incident	The Medical Incident by Incident view lists all the Medical Incident reports, sorted by the name of the medical incident. The purpose of this view is to help you find a particular medical incident.
	Date/Time	The Medical Incident by Date/Time view lists all the Medical Incident reports, sorted by the date and time that the incident started or was detected. The purpose of this view is to let you find an incident by date/time and to give you a picture of the recent incidents.
	Lead Agency	The Medical Incident by Lead Agency view lists all the Medical Incident reports, sorted by the agency responsible for responding to or managing the medical incident. The purpose of this view is to let agencies quickly see all the medical incidents for which they are responsible or with which they are otherwise involved.
	Disease Name	The Medical Incident by Disease Name view lists all the Medical Incident reports, sorted by the name of the disease. The purposes of this view are to sort medical incidents by disease name and facilitate analysis of the impacts of different diseases.
	Disease Type	The Medical Incident by Disease Type view lists all the Medical Incident reports, sorted by the type of the disease. The purpose of this view is to sort medical incidents by disease type and to facilitate analysis of the impacts of different disease types.
	All	The Medical Incidents by All view displays all medical incident reports by name in alphabetical order. It includes closed medical incidents.
	Map	The Map view is a street level map that has icons on it representing all of the Medical Incident Reports. You can click on any icon, which will then open the associated Medical Incident Report. On the map, you can zoom in and out, and pan left & right or up & down. This is a powerful tool to give you a geographic overview of all the Medical Incidents.

Report Name	Views	Description
Alert Bulletin		The Alert Bulletin by Subject view lists all of the Alert Bulletins that have been issued, sorted alphabetically by Subject.

5.3 Overview of Infrastructure Reports and Views

Infrastructure reports and views are designed to give users an infrastructure overview of the jurisdiction concerned. The reports are designed to gather specific information on types of infrastructure. The views help you in two ways by providing:

- An overview of all facilities or systems tracked by E Team.
- The ability to get detailed information quickly on a facility or system.

The different types of Infrastructure reports are as follows:

Hospital Report

Hospital reports are designed to keep track of an individual hospital or medical facility's capacity to accept and treat victims of an emergency. Some of the critical data elements collected are (a) capability to accept victims, (b) number of personnel available broken out by specialty, (c) bed space available broken out by type, and (d) contact information. Hospital reports can be posted to the E Team map.

Public Facility Report

Facility reports are designed to keep track of the status of critical facilities that may be affected by an emergency. Some of the critical data elements collected by the report are (a) name of facility, (b) status, (c) contact information, and (d) estimated damage. Facility reports can be posted to the E Team map.

Road Closure Report

Road Closure reports are designed to keep track of the status of roads and the effect that damage or disruptions may have on traffic flow. Some of the critical data elements collected are (a) the name of the road, (b) direction in which closed, (c) cause of closure, and (d) contact information. Road Closure reports can be posted to the E Team map.

Shelter Report

Shelter reports are designed to assist organizations in the task of managing multiple evacuation shelters. The Shelter report accomplishes this task by capturing critical information on individual shelters. Some of the data elements captured are (a) status of shelter, (b) number of people sheltered, (c) remaining capacity, (d) location, (e) special services available, and (f) contact information. Shelter reports can be posted to the E Team map.

Transit System Report

Transit System reports are designed to keep track of the status of mass transit systems. Some of the critical data elements collected are (a) overall status, (b) number of commuters affected, (c) estimated time of restoration, and (d) contact information.

Utilities Outage Report

Utilities Outage reports are designed to keep track of the status of utility service for a specific geographic area. Some of the critical data elements collected are (a) overall status, (b) number of customers without service, (c) cause of disruption, and (d) contact information.

5.3.1 Creating, Reading and Modifying Infrastructure Reports

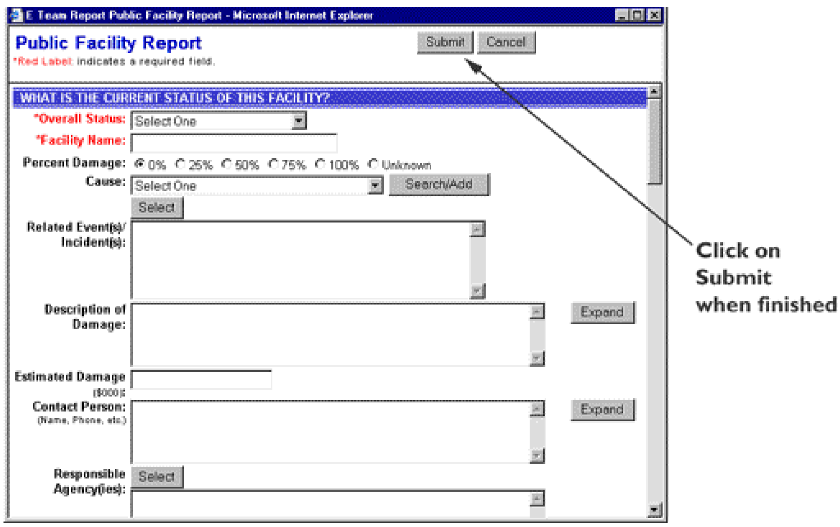
5.3.1.1 Creating Infrastructure Reports

Note: It's more important to be timely and accurate than it is to be complete. You can always update the report later.

1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.

2. From the Infrastructure section of the Create Navigator view, click the button for the report that you want - in this example, ***Public Facility***.
   The system displays a blank report in the Edit/Create window.

3. Fill in all the red-labeled (required) fields, and any other appropriate information as time allows.
4. When you are finished, click the Submit button at the upper right portion of the report.



5.3.1.1 Reading an Infrastructure Report

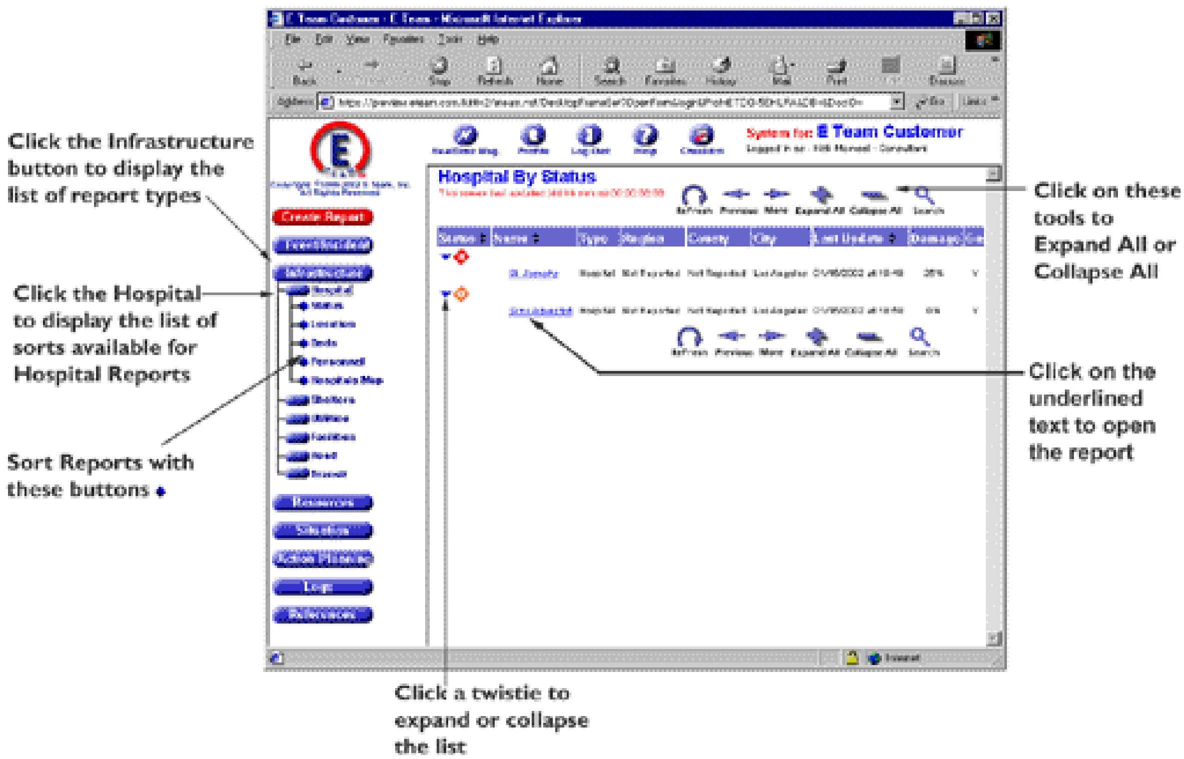
1. Click the ***Infrastructure*** button on the left side of the screen.
   The system displays a list of Infrastructure report categories.

2. Click the second level button for the type of report you want.
   The system displays a list of existing reports for that category in the View frame.

3. Click the twisties to the left of any category heading to expand or collapse the list of elements under that category.
4. Use the tools at the bottom of the frame to Collapse All or Expand All categories.
5. Once you have arranged the view by clicking the appropriate blue buttons and twisties, click on either an icon in a box or an underlined column to open a specific report. The report as last modified will open in the view frame.

5.3.1.2 Modifying an Infrastructure Report

1. Click on the ***Modify*** button in the upper right corner. The report will open in modify mode in a separate window.
2. Modify the report as necessary and click the ***Submit*** button when you are finished.



5.3.2 Infrastructure Views

Report Name	View	Description
Hospital	Status	This view is designed to depict the status of all the hospitals that have entered reports into the system. It is particularly useful as a method of determining to which hospitals to send victims. It is common for some hospitals to become overwhelmed during an emergency, while others still have the capacity to treat more victims.
	Location	This view sorts all the hospital reports by their geographic location.
	Beds	This view sorts the hospital reports by bed space available. The bed space is then sorted by type of beds.
	Personnel	This view sorts the hospital reports by number and type of medical personnel available at each facility
	Hospitals Map	The map button, when clicked, will give you the option of seeing a street level map with icons representing all the Hospital reports. When the selected map opens, you can then click on an icon and the report associated with that icon will be opened for reading and/or modification.
Shelters	Location	This view depicts the status of all the shelters entered into the system. The status is based on the ability to receive more evacuees. The view also depicts the number of persons sheltered and the bed space still available. This powerful tool allows users to see at a glance which shelters are full and which can still accept more evacuees.
	Agency	This view displays a listing of all shelters sorted by responsible agency,
	Shelters Map	The map button, when clicked, will give you the option of seeing a street level map with icons representing all the Shelter reports. When the selected map opens, you can then click on an icon and the report associated with that icon will be opened for reading and/or modification.
Utilities	Utilities	This view shows you all the utilities that have service outages, and also shows the number of customers affected for each utility.
	Location	This view shows all utilities categorized by type and then sorted by location in alphabetical order.
	Provider	This view shows all utilities categorized by provider and then sorted by location in alphabetical order.
Facilities	Status	This view depicts all the facility reports that have been entered into the system. The view sorts the report geographically and then by name and status.
	Responsible Agency	This view displays a listing of all facilities sorted by the responsible Agency.
	Type	This view displays a listing of all facilities sorted by the type of facility.
	Related Event/ Incident	This view displays a listing of all facilities categorized first by the related event or incident and then by responsible agency.
	Facilities Map	The map button, when clicked, will give you the option of seeing a street level map with icons representing all the Public Facility reports. When the selected map opens, you can then click on an icon and the report associated with that icon will be opened for reading and/or modification.
Road	Road	This view depicts all the road closures in the system. It initially sorts the information geographically and then by road name and status.
	Road Closure Map	The map button, when clicked, will give you the option of seeing a street level map with icons representing all the road closures. When the selected map opens, you can then click on an icon and the report associated with that icon will be opened for reading and/or modification.
Transit	Transit	This view depicts all the transit system status reports that have been entered into E Team. The view initially sorts the information by type of transit system and then with system name.

5.4 Overview of Resource Reports and Views

Resource reports and views are designed to assist you in the tasks of resource requests, tracking and fulfillment, and critical asset management.

Resource Request Report

The Resource Request Report is designed to facilitate the task of requesting and providing resources. The Resource Request report allows users at an agency or a command post to request resources and then to forward that request to the next agency in their request chain. E Team takes into account that a request may have to be passed through several agencies, often at different levels of government, before it finally reaches an agency or private sector organization that can actually provide the resource. E Team also recognizes that the resource request process is not complete until the resource actually arrives on scene. Thus, E Team can be used to track the receipt and deployment of the resource. Resource Request reports can be posted to the E Team map.

Critical Asset Report

The Critical Asset Report addresses the issue of locating all the available assets necessary to respond to a disaster. This powerful tool gives organizations the ability to gather asset location and availability quickly from other organizations statewide or regionally. Some of the data elements captured in the report are availability of asset, asset ID, owning agency, location, and contact information. Critical Asset reports can be posted to the E Team map.

5.4.1 Creating, Reading and Modifying Resource Requests

5.4.1.1 Creating Resource Requests

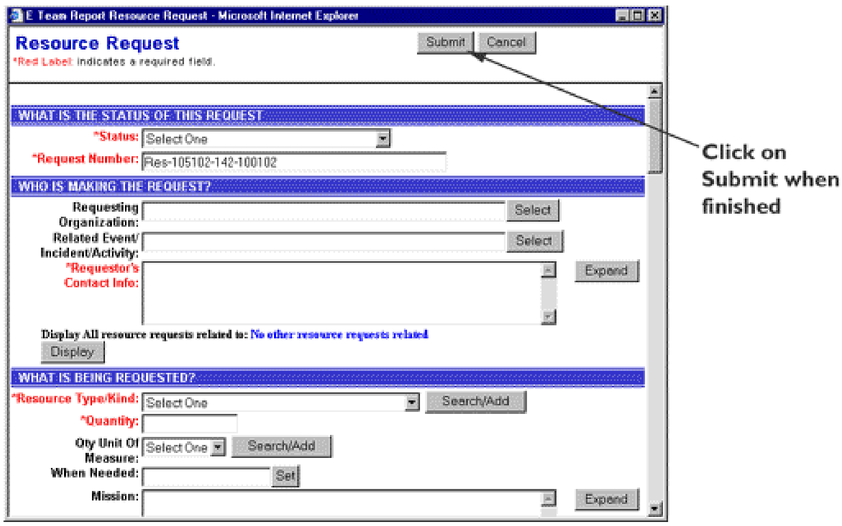
1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.

2. From the Resources section, click on the ***Resource Request*** option.
   The system displays the blank Resource Request

3. Fill in all the red-labeled (required) fields and any others you can.
   The Resource Request must be assigned to an agency for action. That is how another E Team user will see that the request is awaiting action when he or she reviews the list of requests.

> *Note: It's more important to be timely and accurate than it is to be complete. You can always update the request later.*

4. When you are finished, click the ***Submit*** button at the upper right portion of the report.



5.4.1.2 Reading a Resource Request

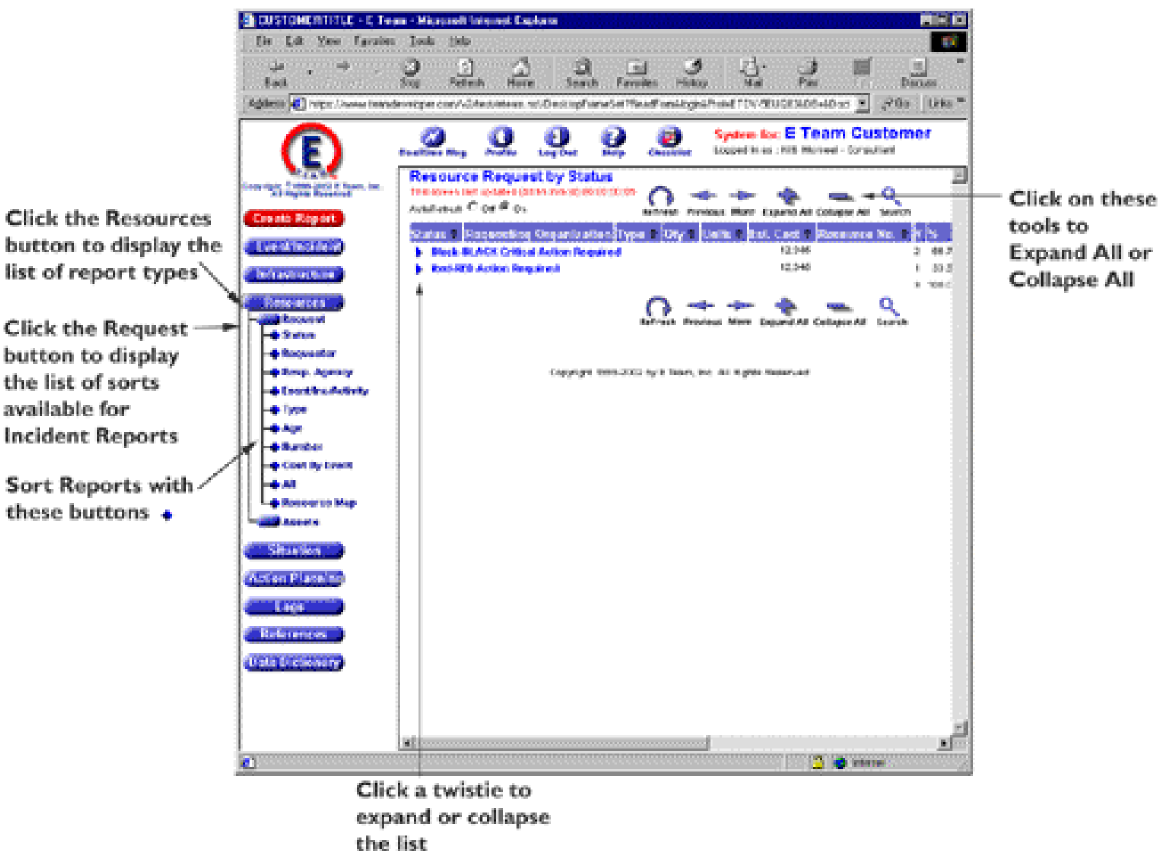
1. Click the ***Resource*** button on the left side of the screen.
2. Click the second level ***Resource Request*** button.

> *Note: The list of resource requests appears sorted by status. The Status category headings are colored diamonds (Red = Action Required, Orange = Enroute, Yellow = On Scene, Gray = Cancelled, Green = Released, Blue = Closed).*

3. Click the twisties to the left of any category heading to expand or collapse the list of reports under that category.
4. Use the tools at the bottom of the frame to Collapse All or Expand All categories.
5. Sort the list of reports by Status (shown), Lead Agency, Requestor, Responsible Agency, Incident, Type, Age, and Number. Sort by ***Responsible Agency*** to see resource requests assigned to you. Sort by Requestor to see requests that you have submitted and their current status.
6. Once you have arranged the view by clicking the appropriate blue buttons and twisties, click on either an icon in a box or an underlined column to open a specific report. The Resource Request report, as last modified, will open in the view frame.

5.4.1.3 Modifying a Resource Request

1. Click on the ***Modify*** button in the upper right corner. The report will open in modify mode in a separate window.
2. If you were listed as the Responsible Agency and ***can*** fill the request, enter the details for the resources you are providing.
3. If you were listed as the Responsible Agency and ***cannot*** fill the request, change the Responsible Agency block to another agency and submit. The Resource Requests view sorted by Responsible Agency will now show the report under the newly assigned agency.
4. If you are a Responsible Agency and ***can fill only part*** of the request, click the Split button in the upper right corner of the report next to the Submit button. This will create two sub-requests.
5. Under ***Quantity***, enter the portion of the quantity you are unable to supply.
6. Under ***Forward Request to***, enter the name of the agency to which you are forwarding the unfilled portion of the request.
7. Click ***Submit*** when you are finished.
   The system automatically updates the original Resource Request to reflect the quantity that you are able to supply.



5.4.2 Resource Reports

Report Name	Views	Description
Resource Request	Status	This view shows you all the requests in the system sorted by status. Those requests that still require action are always shown at the top of the view. This view provides managers and staffs a powerful tool as it first displays the requests that require their immediate attention.
	Requestor	This view enables requesting agencies to see at a glance the status of various resource requests they have submitted and the agencies that have been given their requests. This enables them to contact any agency directly should there be a need for direct coordination.
	Responsible Agency	This view is designed to help agencies to find and update resource requests assigned to them.
	Event/ Incident/ Activity	This view is designed to display resource requests for individual incidents and planned activities. It also shows all requests related to an event.
	Type	This view shows resource requests sorted by type of resource being requested.
	Age	This view shows resource requests sorted by the age of the requests. The oldest requests are always shown at the top of the view.
	Number	This view shows all the resource requests sorted by their individual request number.
	Cost by Event	This view is categorized by responsible agency. It allows a quick assessment of the estimated costs associated with all resource requests.
	All	This view shows you all the requests in the system sorted by status. Those requests that require action are always shown at the top of the view. This view provides a powerful tool as it shows the requests that require immediate attention. This view also includes any closed requests.
	Resource Map	This button opens a window where users can see resource requests represented by icons displayed on a street level map. Clicking on an icon opens the associated Resource Request.
Assets	Type	This view sorts all the Critical Asset reports by type of asset. This is a powerful tool for identifying a potential provider of a requested resource.
	Type/Priority	This view categorizes all the Critical Asset reports by type of asset, and includes the On-Call Priority details.
	Owner	This view sorts all the Critical Asset reports by the owning agency. It is ideal for agencies trying to keep track of their assets.
	Assignment	This view depicts the agencies to which different assets have been assigned. This is a powerful tool for keeping track of which agencies are controlling which assets.
	Event/Incident/ Activity	This view shows which assets have been deployed to which incidents or planned activities.
	Resource Request	This view sorts all the Critical Asset reports by the related Resource Request.
	All	This view shows all Critical Assets reports including those which have the status set as closed.
	Map	This button opens a window where users can see assets represented as icons displayed on a street level map. Clicking on an icon opens the associated Critical Asset report.

5.5 Overview of Situation Reports and Views

Situation Reports and Views give you the ability to create summary reports that provide a comprehensive assessment of the overall situation. Unlike other reports in E Team, the Situation Reports deal in generalities that are suited to the needs of executive level managers, elected officials, and the media. There are four reports within this section of E Team:

Jurisdiction Situation Report

The Jurisdiction Situation Report is designed to summarize key information found in other areas of E Team. The focus of this report is current information in a generalized format for a particular political jurisdiction such as a State, County, or City. The report focuses on the big picture such as the number of buildings destroyed, whether there has been a disaster declaration, and the fiscal impact of a disaster. This report is ideally suited to the needs of senior executives and elected officials.

Agency Situation Report

The Agency Situation Report is designed to capture information related to the overall capabilities and fiscal expenditures of a specific agency during a disaster. This report is useful for developing a big picture perspective of the impact of a disaster on an agency's ability to perform response operations. Additionally, the report provides a foundation for determining the fiscal impact of responding to and recovering from a disaster.

Intelligence Reports

The Intelligence Reports are designed to provide both summary and detailed information on terrorist threats. The Intelligence summary provides a high level summary of threats and provides links to more detailed information about terrorist organizations and threats to locations. The Location Intelligence reports provide threat information specific to a location. The Entity Intelligence reports provide information about specific terrorist organizations and provide links to members of those organizations. The Biography Intelligence reports provide information about known terrorists, including photographs if available.

Corporate Situation Report

The Corporate Situation report is designed to gather information from major private employers within an area impacted by a disaster. The information provided by this report is useful in analyzing the economic impact of a disaster.

Public Information Report

The Public Information report is designed to coordinate the release of information among key agencies and officials. Use of this report helps alleviate the embarrassing problem of senior officials from different agencies releasing contradictory information during an emergency.

5.5.1 Creating, Reading and Modifying Situation Reports

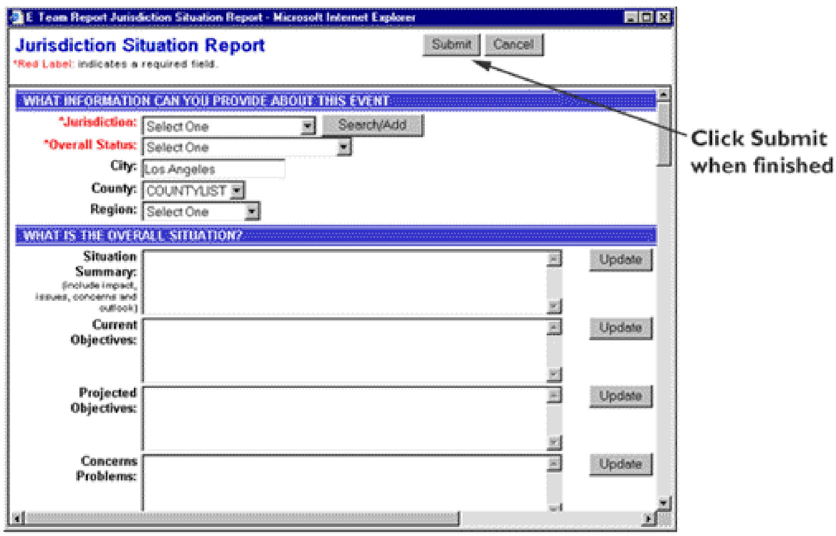
5.5.1.1 Creating Situation Reports

Note: The following section details how to create a Jurisdiction SitRep Report. All other Situation reports are essentially created in the same way with the exception of the Agency SitRep. The details for these reports immediately follow this section.

1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.
2. From the Situation section, click on the ***Jurisdiction SitRep*** option.
   The system displays a blank report.
3. Fill in all the red-labeled (required) fields, and any other information as time allows.

Note: It's more important to be timely and accurate than it is to be complete. You can always update the report later.

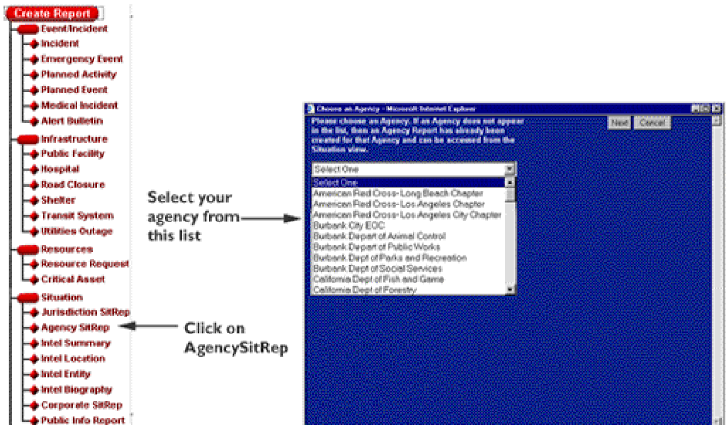
4. Click on the ***Submit*** button when finished.



5.5.1.2 CREATING AN AGENCY SITREP REPORT

1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.

2. From the Situation section, click on the ***Agency SitRep*** option.
   The system displays the list of agencies.



3. Select your agency from the list. Click on it and a blank report will open.
   If you DO NOT find your agency listed, that means its initial report has already been submitted. To find your agency's report to read or modify, follow the steps below on reading and modifying the report listed on the next page.

4. Fill in all the red-labeled (required) fields and any others you can.

   Note: It's more important to be timely and accurate than it is to be complete. You can always update the report later.

5. When you are finished, click the ***Submit*** button at the upper right portion of the report.

5.5.1.2 Reading an Agency Situation Report

1. Click the ***Situation*** button on the left side of the screen.
2. Click the second level ***Agency*** button.

> *Note: A third set of buttons lets you further sort reports by Readiness or PA Damages. When you select a third level button, you will see a list of reports (sort by Readiness is the default).*

3. Click the twistie to the left of any category heading to expand or collapse the list of reports under that category.
4. Use the tools at the bottom of the frame to Collapse All or Expand All categories.
5. Once you have chosen your preferred view of the reports by clicking the appropriate blue buttons and twisties, click on either an icon in a box or an underlined column to open a specific report. The report as last modified will open in the view frame.

5.5.1.3 Modifying a Situation Report

1. Click on the ***Modify*** button in the upper right corner. The report will open in modify mode in a separate window.
2. Modify the report as necessary and click the ***Submit*** when you are finished.

5.5.2 Situation Views

Report	View	Description
Jurisdiction	Status	This view sorts all Jurisdiction reports by their status, with the most seriously impacted listed first. It includes casualty figures.
	Location	This view sorts all the Jurisdiction reports by geographic and political boundaries. It is designed to give all levels of government an overall assessment of the impact of a major disaster.
	PA Damages	This view initially sorts all the Jurisdiction reports by geographic and political boundaries. However, its true focus is the Category A through G reimbursable damages and expenditures.
	All	This view displays all Jurisdiction reports sorted by status and includes reports that have been closed.
Agency	Readiness	This view shows the activation and readiness levels of all the agencies that have submitted Agency status reports via E Team.
	PA Damages	This view shows each agency Category A through G reimbursable damages and expenditures.
	Agency Detail	This view displays all agency reports that have been submitted, sorted in alphabetical order.
Intelligence	Summary	This view displays key fields of the Intelligence Summary Report. In general, there should only be one Intelligence Summary Report and therefore only one document in this view. This report summarizes the intelligence threat conditions for the reporting agency.
	Location	This view displays all the Location Intelligence Summary reports. There will be one report for each location (site) that is threatened. It is sorted by the operational area, geographical area, and the name of the Location.
	Entity	This view displays all the Entity Intelligence Summary reports. Entity refers to a terrorist organization. There is one report per entity. It is sorted by the Threat Origin (either Domestic or International) and the Entity name.
	Biography	This view displays all the Biography Intelligence Summary reports. There is one report per terrorist or terrorist associate. It is sorted by Entity (organization), known areas of operation, and last name.
	Map	This button opens a map to display geographically the locations of all terrorists (biography reports) and all threat locations (location reports) that have been geolocated. Terrorists are denoted with a "ski mask" icon and locations are denoted with a broken building icon.
Corporate	Location	This view is a recap of all the corporate reports submitted into the system.
	Map	This button opens a map to display geographically all the corporate reports submitted to E Team.
Public Info	PI Status	This view shows the status of information being prepared for release to the public and media.
	PI Review	This view shows who has reviewed and approved/disapproved the information being prepared for release to the media and the public.
	Date/Time	This view displays all Public Info reports categorized by date and then sorted by time, with the oldest listed first.

5.6 Overview of Action Planning Reports and Views

Action Planning Reports and Views focus on the coordination of agencies attempting to plan and execute interagency response plans. This is a powerful tool for identifying objectives, assigning tasks in support of those objectives, and then monitoring the status of those tasks to ensure their timely completion. This section is comprised of four interrelated reports:

Task Status Report

This report is the foundation for the Action Planning module. It allows managers to set overall objectives that need to be accomplished in response to an emergency.

Sub-Task Status Report

This report is designed to assign tasks that support an overall objective detailed in a Task Status Report.

Action Request

This report is designed to request a specific action in direct support of a Task or Sub-Task.

Action Plan Concern Report

This report is used to identify shortcomings or unforeseen problems with a Task, Sub-Task, or Action Request.

5.6.1 Creating, Reading and Modifying Action Planning Reports

5.6.1.1 Creating Action Planning Reports

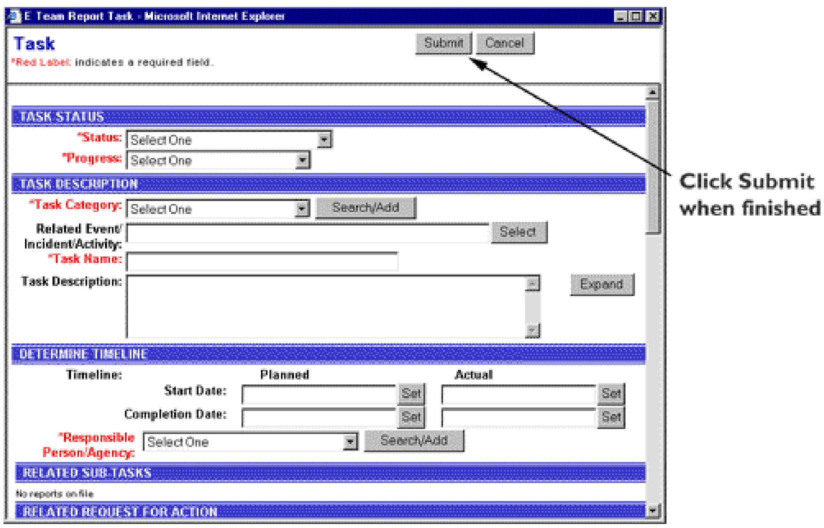
1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.

2. From the Action Planning section click on the ***Task*** option.
   The system displays a blank report.

3. Fill in all the red-labeled (required) fields and any others you can.

   Note: It's more important to be timely and accurate than it is to be complete. You can always update the report later.

4. When you are finished, click the ***Submit*** button at the upper right portion of the report.



5.6.1.1 Reading an Action Planning Report

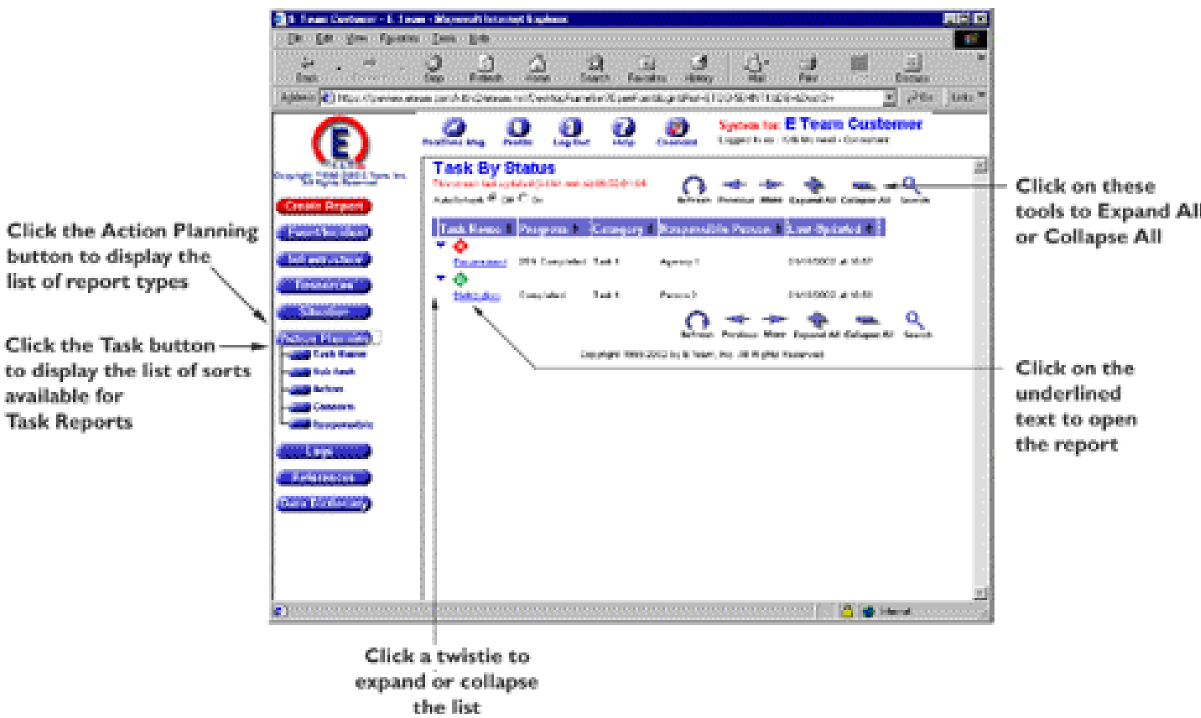
1. Click the ***Action Planning*** button on the left side of the screen.
2. Click the second level button for the type of report you want.

Note: You will see a list of reports (Task sorted by Status is the default).

3. Click on the twistie to the left of any category heading to expand or collapse the list of reports under that category.
4. Use the tools at the bottom of the frame to Collapse All or Expand All categories.
5. Once you have selected your preferred view of the reports by clicking the appropriate buttons and twisties, click on either an icon in a box or the underlined part of the report title to open it. The report as last modified will open in the view frame.

5.6.1.2 Modifying an Action Planning Report

1. Click on the ***Modify*** button in the upper right corner. The report will open in modify mode in a separate window.
2. Modify the report as necessary and click ***Submit*** when you are finished.



5.6.2 Action Planning Views

Report	View	Description
Task	Status	This view shows all Task reports entered into the system, sorted by Status.
	Event/Incident /Activity	This view shows all the Task reports entered into the system, sorted by the associated Event, Incident or Activity.
Sub-Task	Status	This view shows all the Sub-Task reports entered into the system. The information is sorted by Sub-Task name, percentage completed and responsible person/agency.
Action	Task	This view shows all the actions assigned, their status, and which task or sub-task they support.
Concern	Task	This view shows all the concerns that have been registered into the system regarding the completion of an open Task, Sub-Task, or Action, and name of the Task, Sub-Task or Action with which they are associated.
Responsible	Responsible Person	This view sorts all the Tasks, Sub-Tasks and Actions by the responsible person or agency.

5.7 OVERVIEW OF DUTY LOG AND CALL LOG REPORTS AND VIEWS

DUTY LOG

The duty log is the catchall report of the system. It is designed to log everything of significance that occurred on your shift and any actions you undertook. You can also use the duty log to document anything that does not belong on another E Team report or reports.

CALL LOG

This feature enables you to determine who to call in which circumstances, e.g., a specific type of incident, and to record the results of your attempts to call. This feature can be turned on or off by a setting in the Data Dictionary.

5.7.1 Creating, Reading and Modifying Call Log Shells and Duty Logs

5.7.1.1 Creating Call Log Shells

Call Log Shells contain all contact information for the persons that should be contacted for a specific report type or sub-report type. E Team users enter the report type and sub-types in their personal profiles. This information is used by the system to display a list of contacts when you access Call Logs using the blue Call Log Navigators. When you access the Call Logs, the related report displays in the View Frame and the Call Log displays in a second window.

Note: Existing Call Log Shells cannot be edited.

1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.

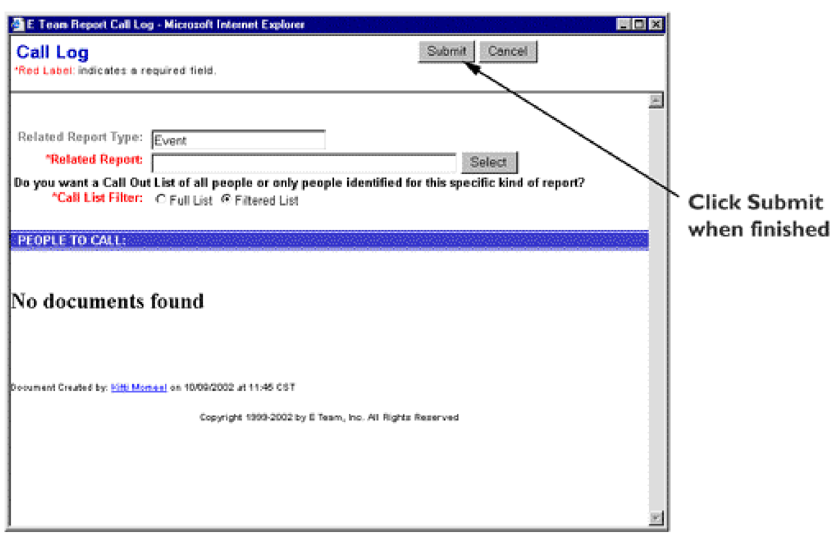
2. From the Logs section of the Create Navigator, click the ***Call Log*** button.
   The system displays a blank report in the Edit/Create window.

3. Select the Related Report from the list of reports.
4. Set the Call List Filter.

Note: When you select the Filtered List option, the call log generated by the system includes those users who have set the sub-report type to the type of report that you are creating (e.g., Airplane Crash for an Incident Report) in the Call Log section of their personal profiles.

When you select the Full List option, the list displays the users who have selected the type of report that you are creating as the Report Type in the Call Log section of their personal profiles.

5. When you are finished, click the ***Submit*** button at the upper right portion of the Call Log.

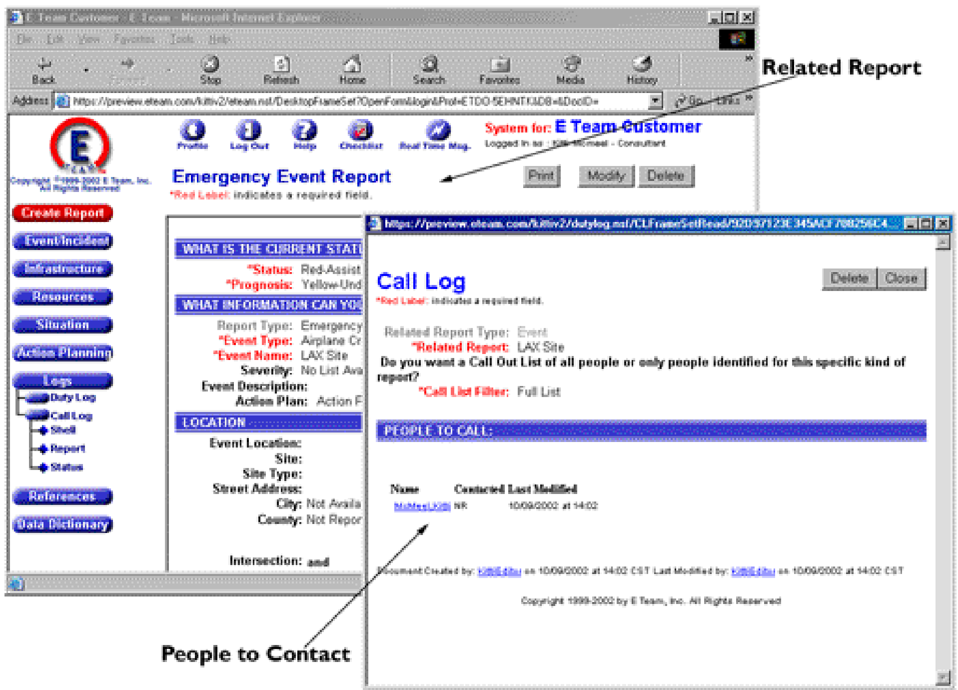


5.7.1.2 Reading Call Logs and Recording Contact Details

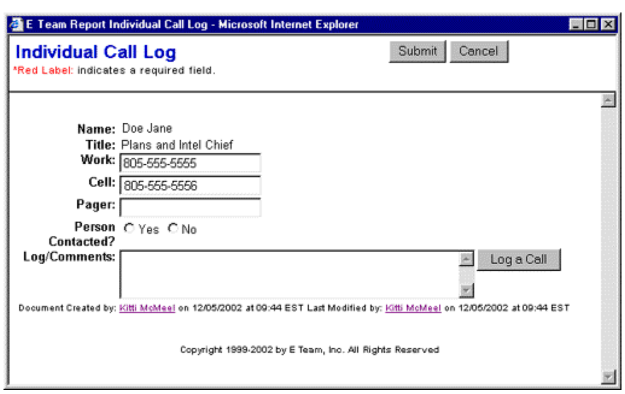
1. Click the blue Logs button in the Navigation frame.
   The View navigator expands to reveal all available Log report views.

2. Click the Shell button.
   The available reports for which Call Logs exist displays in the View frame.

3. In the View frame, click on the Related Report of interest.
   The system displays the related report in Read mode in the Main View frame of your navigator, and brings up the call log shell in a second window. You can view the report and the call log at the same time.



4. Click on the Contact Name to record the details of contact or contact attempts.
   The system displays the Individual Call Log that contains the contact details for that person and a comments field so that you can record any pertinent details.

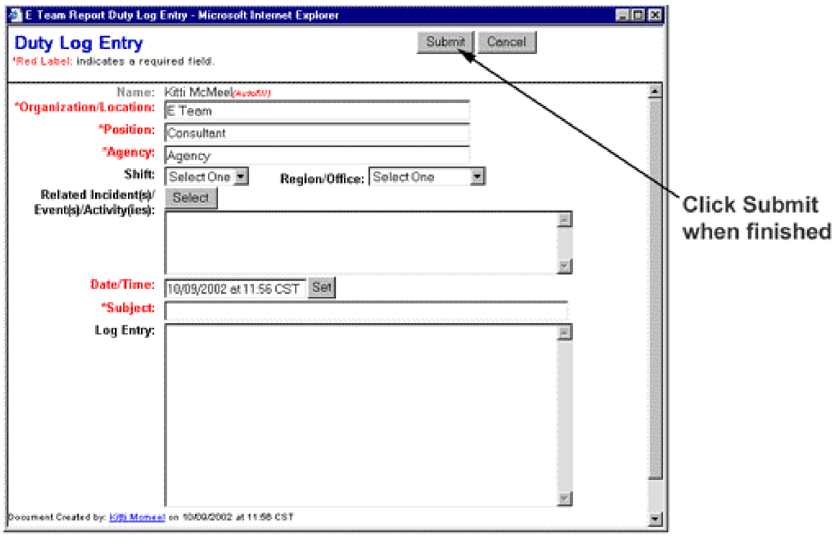


5.7.1.3 Creating Duty Logs

1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.

2. From the Logs section, click on the ***Duty Log*** option.
   The system displays a blank Duty Log.

3. Fill in appropriate fields.
4. When you are finished, click the ***Submit*** button at the upper right portion of the report.



5.7.1.4 Reading a Duty Log Report

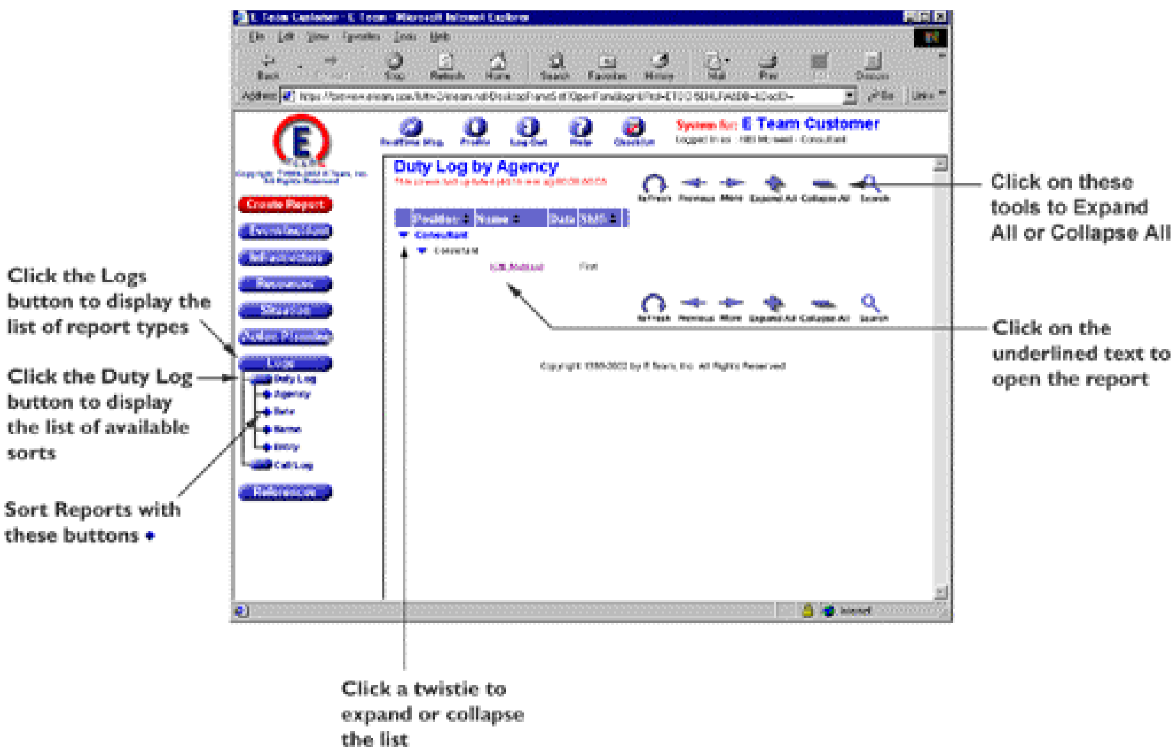
1. Click the Duty Log button on the View/Modify Navigator at the left side of the E Team window.
2. Click the second level button for the view you want.

Note: You will see a list of Duty Logs, sorted by Incident/Activity. The sort categories are Incident/Activity, followed by date & time.

3. Click on the twisties to the left of any category heading to expand or collapse the list of reports under that category.
4. Use the tools at the bottom of the frame to Collapse All or Expand All categories.
5. Once you have selected your preferred view of the reports by clicking the appropriate buttons and twisties, click on either an icon in a box or the underlined part of the duty log title to open it. The report as last modified displays in the view frame.

5.7.1.5 Modifying a Duty Log Report

1. Click on the ***Modify*** button in the upper right corner.
2. When you are finished, click the ***Submit*** button at the upper right portion of the report.



5.7.2 Log Views

Report Name	View	Description
Duty Log	Agency	This view sorts all the duty logs by the agency from which they originated.
	Date	This view sorts all the duty logs chronologically.
	Name	This view sorts all the duty logs by their author.
	Entry	This view sorts all the duty logs alphabetically by author, and also includes a column that displays the entries for that author.
Call Log	Shell	This view displays all existing Call Logs sorted in alphabetical order. Clicking on a link displays the associated report in the View frame and the Call Log Shell with the list on contacts in a second window.
	Report	This view displays all existing Individual Call Logs categorized first by Report Type and then listed by Contact Name in alphabetical order.
	Status	This view displays all existing Individual Call Logs categorized first by Status and then sorted by related report in alphabetical order.

5.8 Overview of Reference Reports and Views

Reference Reports and Views allow you to view certain reference data in the E Team system. If you have the required access rights, you can also create/modify the data.

Internet Link

This feature allows you to enter and store URLs of websites of interest so that your other E Team users can access them from within the system.

Site Report

This report allows you to create a list of fixed sites and their locations for use when filling out any report and locating a particular site. Sites from this list can then be accessed in the location block of any report, including Infrastructure reports.

Reference Document

This feature allows you to store and retrieve documents such as contingency plans, situation-specific checklists, or any other stored document in electronic form.

Directory

The Directory button displays a list of all users in your E Team system. It can also serve as a rolodex by including non-users of E Team. Clicking on a name will display that person's Personal Profile and skill set.

Action Plan Template

This option allows you to create templates that can serve as the basis for multiple Action Plans, saving you time so you don't have to re-enter the same information for each Action Plan. The template is selected from the Event/Incident/Activity reports.

History

The History button will open the E Team History database in a separate window. History lets you review every change that was made to every report in the system. Using the twisties, you can open first the category of interest and then the report of interest, and read each version of that report.

E-mail

The e-mail button allows you to access a list of e-mail groups that have been created within your system.

Staffing

Staff Scheduling allows you to create, store and modify schedules for your organization.

Org Charts

Organization Builder enables you to build and display your organizational structure online, based on the structure of your organization and the skill sets of your personnel. Within this organization, you can create hierarchical levels, define the individual positions within each level, and include contact information and department or position checklists for each level or position.

Note: See page 52 for a list of the Reference Reports for which there are addtional view details.

5.8.1 Creating, Reading and Modifying Reference Reports

5.8.1.1 Creating Reference Reports

Note: While the steps below are for creating an Internet Link Report, you follow essentially the same steps for creating Site, e-mail Notification Group, or Document reports.

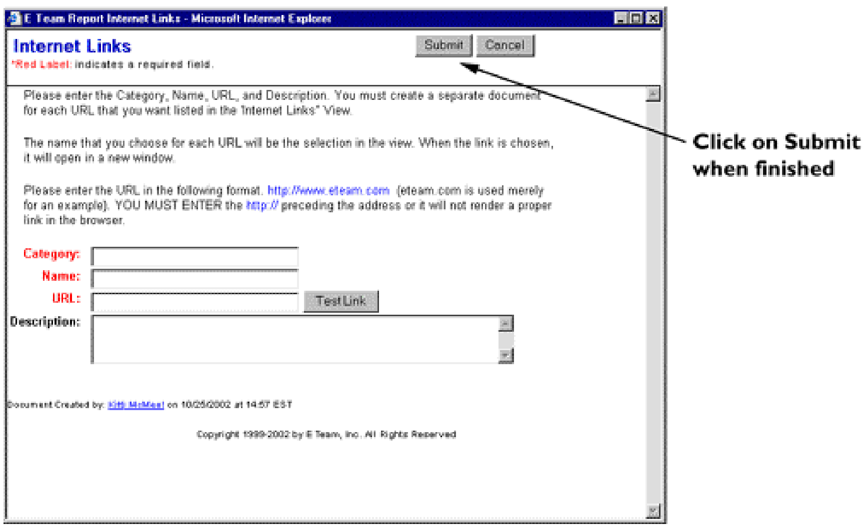
1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.

2. From the Reference section, click on the ***Internet Links*** option.
   The system displays the Internet Link Report.

3. Fill in all the red-labeled (required) fields and any others you can.

Note: It's more important to be timely and accurate than it is to be complete. You can always update the report later.

4. When you are finished, click the ***Submit*** button in the upper right portion of the report.



5.8.1.1.1 Using Action Plan Templates

You will create an Action Plan Template in the same way that you create other Reference Reports. E Team uses these templates to generate Action Plan documents automatically, saving you from having to create multiple Action Plans for repetitive tasks. You can access pre-defined Action Plan Templates from all Event/Incident reports.

5.8.1.2 Reading Reference Reports

1. Click the ***Reference*** button on the View Navigator at the left side of the E Team window.
2. Click the second level button for the type of report you want.
3. Use the tools at the bottom of the frame to Collapse All or Expand All categories.
4. Once you have selected your preferred view of the reports by clicking the appropriate blue buttons and twisties, click on the underlined part of the report title to open the report.
5. Click on the twisties to the left of any category heading to expand or collapse the list of reports under that category.

5.8.1.3 Modifying Reference Reports

1. Click on the ***Modify*** button in the upper right corner.
2. When you are finished, click the ***Submit*** button at the upper right portion of the report.

5.8.1.4 Reference Reports Views

Internet Links

1. If you select Internet Links, a categorized view of all links appears in the View frame.
2. If you click on the title, the Internet Link report as last modified will open in the View frame.
3. If you click on a URL, the associated web page will open in a separate window.

Site

1. If you select Site, a categorized view of the Site reports displays.
2. Click on the underlined text to display the Site document

Reference Documents

Select the Ref Documents button to display a list of reference documents created within the system. Each document may contain one or more attachments. This feature allows you to retrieve documents such as contingency plans, situation-specific checklists or any other stored document in electronic form.

1. Click on the underlined text to display the reference document
2. Click on the attachment to view it. The system displays the attachment in a new window.

Directory

1. If you select the Directory button, the system displays a list of all users in your E Team system.
2. Click on the underlined text to display the profile of a user.
3. Click on the ***Name*** sort button in the View/Modify Navigator to sort by name, or click on the ***Agency/Location*** button to sort by agency or location.

Action Plan Template

1. Click on the Action Plan Template button.
   The system displays a view of all pre-defined Action Plan Templates.

2. Click the underlined text to display the template that you want to edit or view.

History

The History button will open the E Team History reports in a separate window. History lets you review every change that has been made to every report in the system.

1. Use the twisties to open the category of interest and then the report of interest. You will be able to read each version of that report.

E-mail

1. Select the e-mail button to access a list of e-mail groups that have been created.
2. Click on the underlined part of the report title to open the report.
3. The e-mail Notification Group form as last modified will open in the view frame.
4. To edit the e-mail Notification Group, click on the ***Modify*** button in the upper right corner. The form will open in edit mode in a separate window. Modify the form as necessary and click ***Submit*** when you are finished.

STAFFING

Staff Scheduling for an organization can now be performed by selecting the Staffing button from the Create Report menu.

The following table lists the reports for which there are additional view details.

Report Name	View	Description
Site	Name	This view sorts all the Site reports alphabetically by name.
	Map	Click this button to display the Map with all Sites entered in the system represented by a large black circle. Mousing over the icon displays the name of the Site.
Reference Documents	Title	This view sorts all the reference documents by title.
	Category	This view categorizes all reference documents by category and then sorts alphabetically by title.
Directory	Name	This view displays the list of all E Team users as well as non-users for which a profile has been created. This view allows you to see who is currently logged in to your E Team system.
	Organization	This view categorizes the list of users by organization, and then sorts alphabetically by name.
	Skill Sets	This view categorizes the list of users by a specific skill set, and then sorts alphabetically by name.
Staffing	Date	This view categorizes staffing reports by date, by organization, and by shift, and then sorts alphabetically by position.
	Person	This view categorizes staffing reports by person, by organization, and by shift, and then sorts alphabetically by position.
	Organization	This view categorizes staffing reports by organization, by date, and by shift, and then sorts alphabetically by position.

ORG CHARTS

Organization Builder gives you the capability of building and viewing your organization online. Begin by using the Org Chart to add an organization. Then, using the Organization Elements document, you can add both sub-level elements (for example, departments or groups) and individual Duty Positions, as well as the contact information and associated Checklists for each new sub-level or Duty Position..

1. Selecting the ***Org Chart*** button from the Create Report menu displays the Organization Chart document. It is here that you will add the top-level name and description for your organization.
2. To add sub-levels (e.g., departments or groups) and/or individual Duty Positions to your Organization, access your organization using the View navigator, then click on ***Add Position***. *The Organizational Element document displays.*
3. Enter the name of a sub-level element (e.g., department or group) or the name of an individual Duty Position.
4. If you wish, you can also add the contact information and/or the checklist for each new element (department, group, or individual Duty Position).
5. When you are finished creating a new Organization Element, click the ***Submit*** button.
6. You can repeat the ***Add Position*** step as many times as necessary to add all the sub-level elements and individual Duty Positions that should be displayed on your Org Chart.

6 E TEAM TO E TEAM DATA SHARING

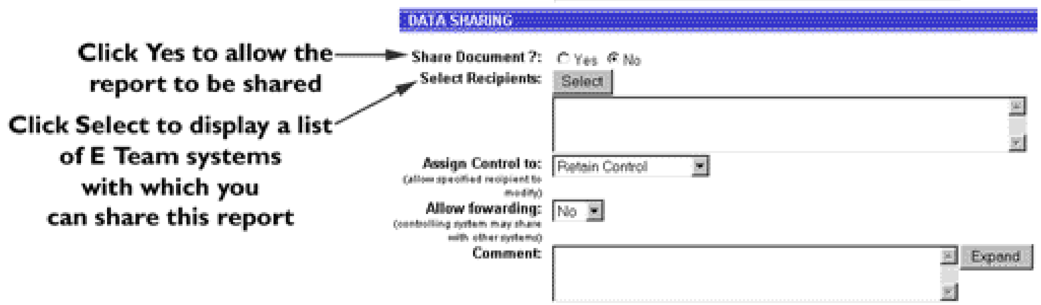
Beginning with Release 2 - Government Edition, E Team enables you to share documents with users on other E Team systems. It is the responsibility of your E Team administrator to configure your system to enable E Team to E Team Data Sharing. If your system is E Team to E Team capable, and your E Team administrator has given you access rights, you will see a Data Sharing field as part of your report.

1. Click on the ***Yes*** option to allow the report to be shared.
2. Click the ***Select*** button

   The system displays a list of other E Team systems that have been configured by your System Administrator for data sharing.

3. Click on the E Team system(s) with which you want to share this report.

   When you submit this report, a copy of the report is available to the E Team system you selected.



6.1 Assigning Control to Another E Team System

When you share a report, you retain ownership of the report and can modify the report as you choose. Systems with which you have shared the report have read-only access to the report. The ***Assign Control to*** option allows you to assign edit rights to another data-sharing system. When you assign edit rights to that system, ***YOU GIVE UP YOUR OWN EDIT RIGHTS***. The only way to reclaim edit rights is for that system to assign control back to you.

6.2 Allow Forwarding

When you assign control of a report to another data-sharing system, you can also choose whether to allow that system to forward the report to yet another data-sharing system. If you select ***NO***, the system with which you are sharing the report will be unable to forward the report and will only have the option of returning the report to you.

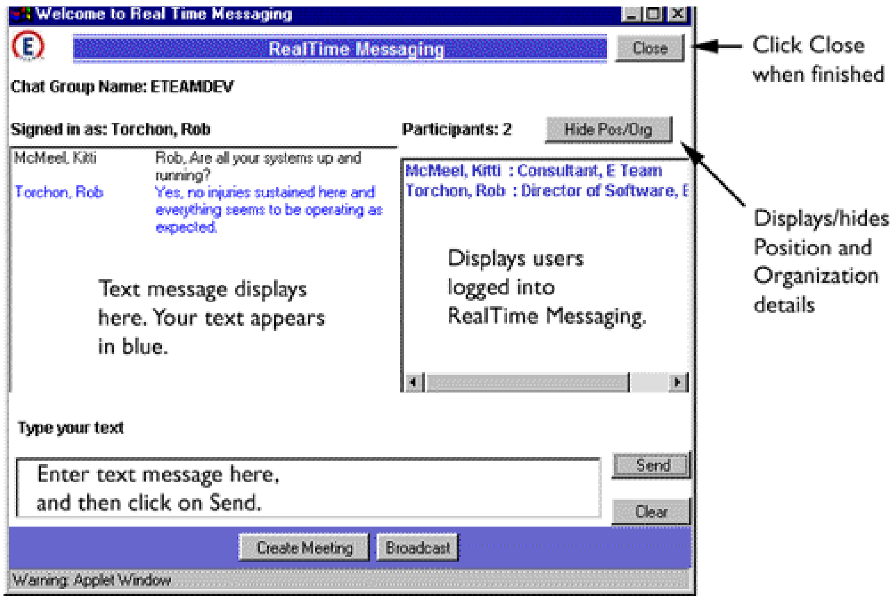
6.3 Comment

This is a text field in which you can add information relevant to the data sharing of this report.

7 REALTIME MESSAGING

This option allows you to communicate in real time with other E Team users concurrently logged into the system. You can communicate in a group or privately with individuals. When the RealTime Messaging tool is enabled, a window will open displaying all users currently logged into the system.

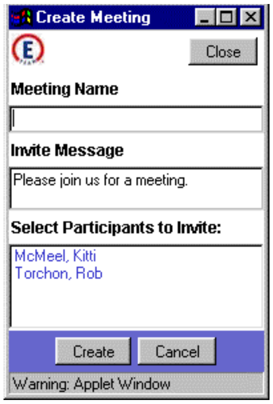
1. From the Tools frame, click on the ***RealTime Messaging*** button.
   The system displays the RealTime Messaging window.



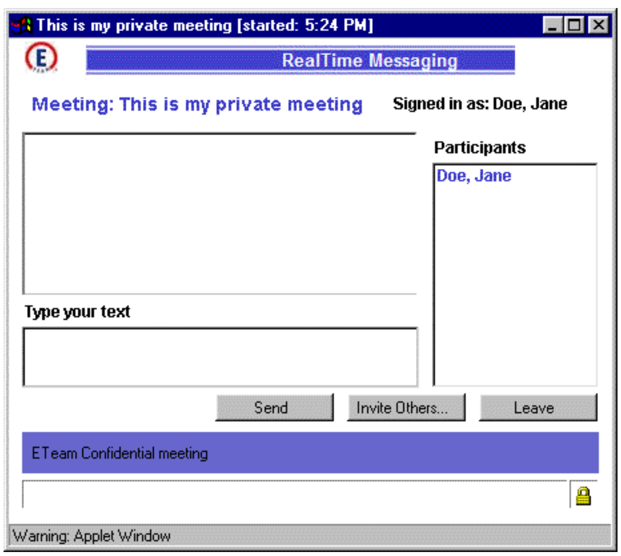
2. Type in your text message and then click on ***Send***.
   The system displays the message to all of the E Team users currently logged into the system.

7.1 CREATING A MEETING

1. Click on the ***Create Meeting*** button.
   The system displays the Create Meeting window.



2. Enter a Meeting Name, and then select which participant(s) are to be included in the meeting.
3. Click on the Create button.
   The system displays the Meeting window. As other invited participants arrive, their names will appear in the Participants list. You can invite others to join the meeting even after it has started.



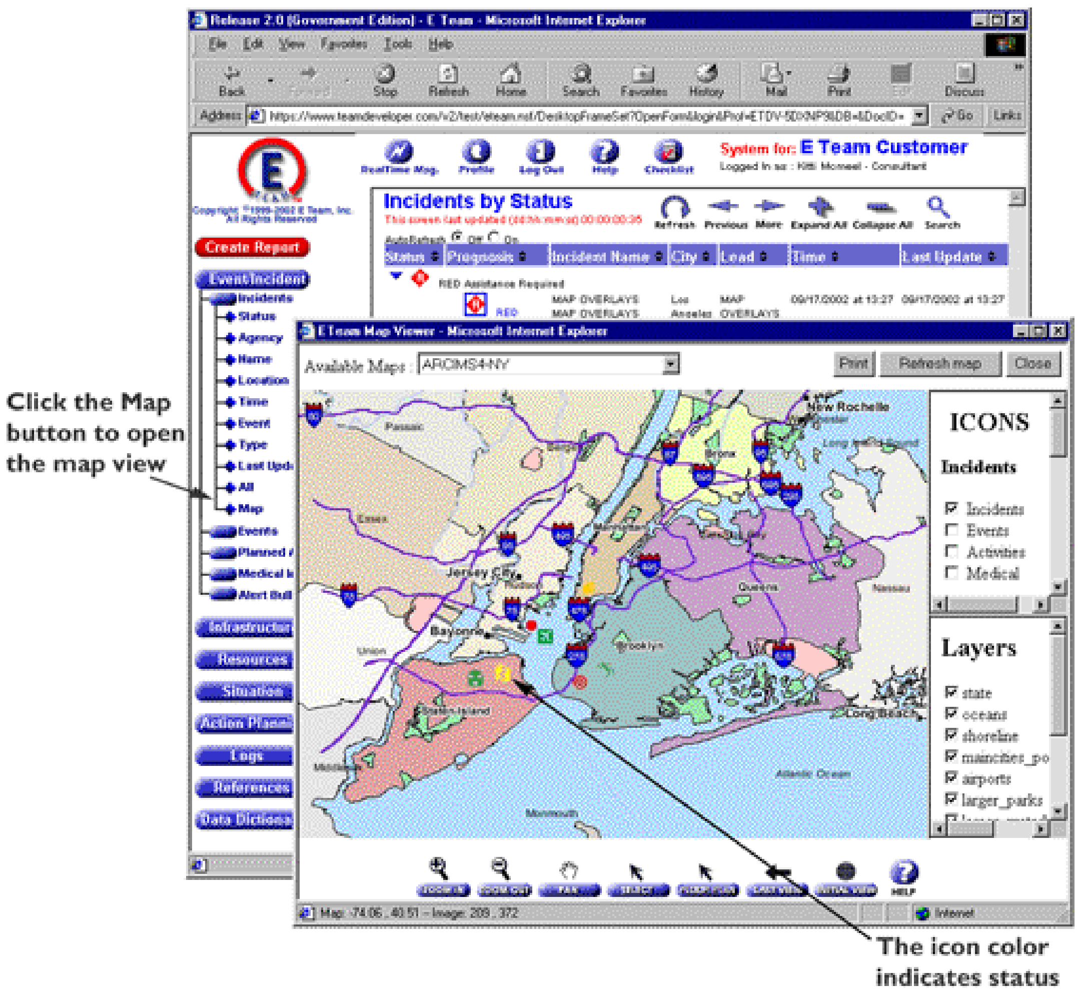
4. Click on the ***Leave*** button when you have finished the meeting.

8 MAPS

8.1 MAP LAYOUT & ENHANCED FEATURES

E Team reports are summarized in views and maps. Maps provide a graphic summary of the reports in E Team. When you click a Map button under any of the major buttons, a map opens with icons that are linked to the source reports. Click the icon and the report displays in the View frame.

Additional mapping capability has been added to allow you to de-clutter your map by selecting what type of report icons should display, and what level of detail is displayed on the map by including or excluding pre-defined layers, e.g., states, streets, rivers, etc.



8.1.1 Map Tools

At the bottom of the map window is a tool bar.

Zoom In. To zoom in, click on the Zoom In magnifying glass with the plus sign; then go to the upper right or lower left corner of the area on which you wish to zoom in. Depress and hold down the left mouse button and drag the cursor to the corner diagonally opposite your area of interest. Dragging the cursor will cause a red box to appear. When you release the mouse button, the map will zoom to include just the area under the red box you drew.

Zoom Out. To zoom out, select the Zoom Out magnifying glass with the minus sign, and then click until the map view you want has been displayed. The location of the cursor on the map will become the new center of the zoomed out map.

Pan. To Pan (move the image to the right, left, up, or down) select the hand icon. Next, move your cursor onto the map, depress and hold the left mouse button, and drag the cursor. Release the button when you have the desired view.

Select. To view the report represented by one of the icons on the map, click on the Select arrow, and then click on the icon. The report will appear. To return to the map, click the map box icon in the Windows tool bar at the bottom of your screen.

Locate. If you have launched the map in the process of filling out the LOCATION box in a report, a Locate cross-hairs icon will replace the Select arrow. Click the cross-hairs icon and then click on the map location you wish to select.

Floor Plan. The Floor Plan tool displays if you have the optional Floor Plan capability installed. This tool allows you to select and display floor plans associated with your buildings.

Click on the FloorPlan icon, then click on the building whose floor plans you wish to display. A dialog box will open, displaying a list of the floor plans avilable for viewing for that specific building, as determined by your System Administrator. Select the floor plan that you wish to view. Click Close when you have finished viewing.

Last View. The Last View arrow tool takes you back to the last map view that was displayed.

Initial View. The Initial View will take you back to the default view of the map.

8.1.2 Map Icons

When you create reports in E Team, you can enter information that causes the system to generate icons that represent those reports. You can choose to display those icons in your map view. The shape of an icon typically indicates the type of report. For example, on the ***Incident Map***, an airplane icon would represent an airplane crash incident. The icon’s color usually indicates status (e.g. black = major assistance required, red = assistance required, yellow = under control, green = resolved, gray = unknown, blue = closed). In the case of the airplane crash, a red icon means that assistance is required.

Click on any icon and the associated report displays in the View frame

8.2 Overlays

If your System Administrator has assigned you permission to perform this function, E Team enables you to create map overlays. You can add an overlay to any map associated with a report. The overlay must be created from the read-only version of the report.

8.2.1 Creating, Displaying and Modifying an Overlay

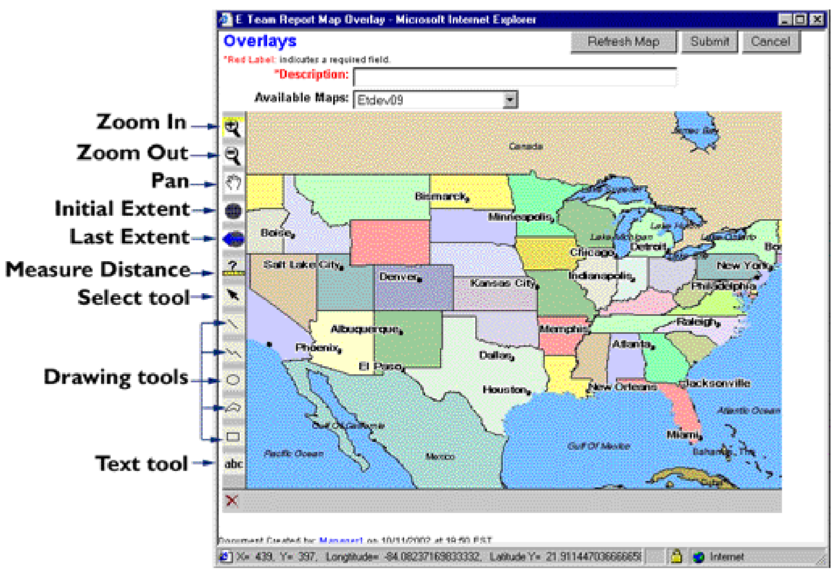
8.2.1.1 Creating an Overlay

You can create a map overlay from any report that has a Location block. An overlay serves as a good planning tool as it allows you to communicate specific information on a map by entering additional information or hand-drawing details.

1. From the reports read-only mode, scroll to the Overlays section.
2. Click on the ***Create Overlay*** button.
   The system displays the Map Overlay window.
3. Enter in a name for your overlay. This is the name you will use to access your saved overlay from the report from that point forward.
4. If the default map is not the one you're interested in, use the Available Maps picklist to choose your map, then click on ***Refresh Map***.
5. Use the tools to create your overlay, and then click on the ***Submit*** button.
   The system saves your overlay.

8.2.1.2 Overlay Tools

At the left of the overlay window is a tool bar. When appropriate, properties for each tool can be changed or viewed along the bottom of the Overlay window. A yellow border indicates the active tool. The status bar at the bottom of the map window always displays latitude and longitude for the position of the cursor.



Zoom In. To zoom in, click on the Zoom In magnifying glass with the plus sign; then go to the upper right or lower left corner of the area on which you wish to zoom in. Depress and hold down the left mouse button and drag the cursor to the corner diagonally opposite your area of interest. Dragging the cursor will cause a red box to appear. When you release the mouse button, the map will zoom to include just the area under the red box you drew.

Zoom Out. To zoom out, select the Zoom Out magnifying glass with the minus sign, and then click until the map view you want has been displayed.

Pan. To Pan (move the image to the right, left, up, or down) select the hand icon. Next, move your cursor onto the map, depress and hold the left mouse button, and drag the cursor. Release the button when you have the desired view.

Initial Extent. The Initial Extent will take you back to the default view of the map.

Last Extent. The Last Extent arrow tool takes you back to the last map view that was displayed.

Measure Distance. This tool allows you to measure the distance between any two points on the map. First, click on the origination point, and then double-click on the end point. E Team displays a window that shows the distance between the two points in miles and kilometers.

Select. This tool allows you to select objects on the overlay. After you use a tool to create an object or label, the system activates the select tool.

Line. This tool allows you to draw a straight line. Click and drag from the start point and release at the end point.

Freehand Line. This tool allows you to draw a freehand line. Click and drag from the start point and release at the end point.

Oval. This tool allows you to draw an oval shape. Click and drag from the start point and release at the end point.

Polygon. This tool allows you to draw a polygon in any shape. Click and drag from the start point to the next point in the shape, and then click at the next point. When the shape is complete, double-click.

Rectangle. This tool allows you to draw a rectangle shape. Click and drag from the start point and release at the end point.

Text. This tool allows you to enter text on your overlay. Click once and the system displays a text box with the “enter label” displayed within the box. Just type and your text appears in place of the “enter label” text.

Delete. This tool allows you to delete any object that you created on the map with your overlay tools. Click on the object to select it and then click on the Delete tool.

8.2.1.3 Displaying and Modifying an Existing Overlay

1. Access the report using the view buttons in the Navigation frame.
   The system displays the read mode of the report in the View frame.
2. Scroll to the Overlays section.
3. Click on the link (description) to your overlay.
   The system displays your overlay in the Map Overlay window.

GETTING HELP

If you have any questions about E Team system requirements or the E Team installation process, please contact Customer Support:

Website: www.eteam.com

Email: support@eteam.com

Phone: (818) 932-0670

Fax: (818) 932-0661

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